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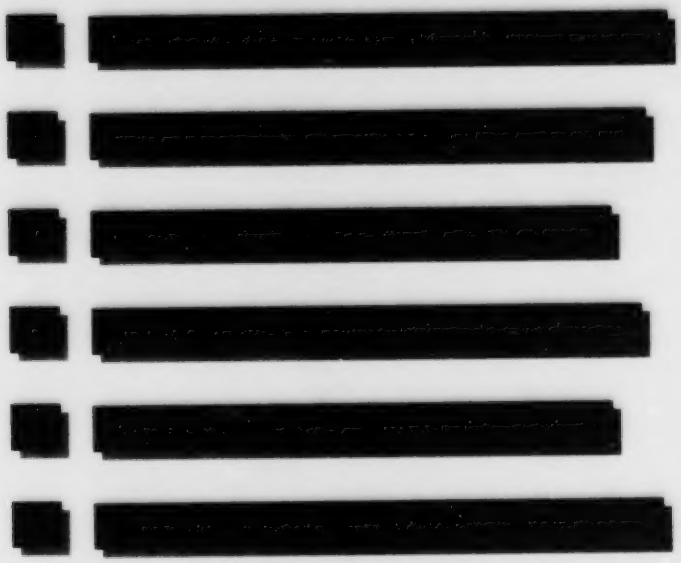
Court Procedures for Child Protection



Revised November 1999

BRITISH COLUMBIA

Ministry for Children and Families

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A Message from the Director, Child Protection Division

I am pleased to introduce *Court Procedures for Child Protection*. This guide is intended as a companion piece to *Practice Standards for Child Protection*.

Court Procedures for Child Protection provides social workers with a concise description of required procedures and recommended practice arising from child protection proceedings, beginning with applications required as a result of the child's risk reduction plan and ending with continuing custody hearings. Common court applications that may arise apart from or in conjunction with presentation, protection, or continuing custody hearings are also discussed.

Court Procedures for Child Protection also includes the procedures associated with applying for a supervision order without removing a child. This new, less-disruptive measure is now available for use in appropriate cases as a result of an amendment to the *Child, Family and Community Service Act*.

I hope this guide will prove useful to you, and I look forward to your comments.

Ross Dawson
Director of Child Protection

Postscript, November 1999

I am pleased to introduce the revised *Court Procedures for Child Protecxtion*. This revision supports the implementation of the *Child, Family and Community Service Amendment Act*, which comes into force December 1, 1999. While the amendments resulted in few substantive changes, please look for new directions on how and when to apply for protective intervention and restraining orders, as well as changes in the process for consent orders.

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Introduction

Court Procedures for Child Protection is intended as an easy-to-use source book for child protection social workers involved in court proceedings under the *Child, Family and Community Service Act* (CFCSA).

If you require more information on practice-related issues arising in child protection court, consult with your supervisor, consultant, or manager. You will also find references throughout this document to sections in the CFCSA where you can find more information about a topic.

Child Protection Measures That Require Court Action

The practice and procedures described here assume that you are familiar with the model of child protection practice set out in *Practice Standards for Child Protection* and the *British Columbia Risk Assessment Model*. The decision to take measures to protect a child may arise from a social worker's investigation, Immediate Safety Plan, Comprehensive Risk Assessment, or Risk Reduction Service Plan. In order to complete your investigation or protect the child, you may need to make applications and prepare evidence for court proceedings under the CFCSA. For example:

- during an investigation where access to a child is denied or access to records is required
- as the result of the Immediate Safety Assessment
- as part of a Risk Reduction Service Plan involving a less-disruptive measure (such as a protective intervention order or a supervision order without first removing the child)
- when a child is in immediate danger or less disruptive measures are not available or adequate to protect the child

Variation In Court Practice

While the CFCSA and Provincial Court (CFCSA) Rules standardize most procedures associated with child protection hearings and applications, court practice varies to some degree from community to community. Consult with your contract legal counsel about whether your local practice includes additional requirements not addressed in this document. If you have case-specific questions, contact contract legal counsel , your supervisor, or your regional child protection consultant and manager. If you have questions about the content of this document, contact the Manager of Child Protection Policy and Standards, Child Protection Division, Victoria.

Relationship Of Court Procedures To The Child Protection Practice Standards

A number of practice standards apply or are closely related to planning and involvement in court proceedings. Note especially, that Practice Standard 6 requires that you consult with and receive your supervisor's approval whenever you are considering the use of court. Consulting with your supervisor and receiving approval is therefore required when you are determining what order to apply for at each court proceeding. It is also required when a child's risk is reassessed (Risk Decisions 7 and 8) and whenever you are deciding whether to withdraw from a proceeding or return a child to a parent or family.

Without limiting the application of any practice standard in any given case, the following standards (as well as Risk Decisions 1, 4 and 5) have particular relevance to child protection practice in court proceedings:

Practice Standard 1	You must follow all protocols for child protection and information sharing with police, education, health, and other agencies and organizations
Practice Standard 2	You must establish whether a child is from an aboriginal community. If so, you must involve the appropriate community in assessment, investigation and case planning according to local protocols.
Practice Standard 3	Child protection practice must be carried out in a climate of understanding and respect for a family's cultural background, race, and religious beliefs.
Practice Standard 4	You must report to the Director within 24 hours in the following reportable circumstances: • the death or critical injury of a child in care or a child who has received services in the last 12 months • serious incidents involving a child in care, including the child's exposure to high-risk or life-threatening circumstances, involvement in crimes of violence, or abuse or neglect while in care.
Practice Standard 5	You must ensure that files and case records are: • kept in the form required, whether in electronic format or on paper • kept confidential • maintained in a secure location at all times
Practice Standard 6	You must consult with your supervisor and have your supervisor approve your decisions at each of the nine risk decision points in the Risk Assessment Model and when: • a reportable circumstance occurs • notifying police • considering the use of court • considering removing a child/bringing a child into care • reclassifying a case from protective to voluntary family service
Practice Standard 25	Once you have completed a comprehensive risk assessment, you must develop a risk reduction service plan to reduce the highest risk factors, in consultation with the child, the family and others who will have a role in the plan.
Practice Standard 26	In all cases, a supervision order must include the following terms and conditions: • that you have direct and private access to the child and the child's home • that you will remove the child if you are denied direct and private access according to the terms of the supervision order You must also advise the court which terms and conditions will result in the child's removal in the case of non-compliance.
Practice Standard 28	You must complete a comprehensive risk assessment with your supervisor, and review the risk reduction service plan: • during regular case reviews (every 4 months) • at significant changes or proposed changes in family circumstances or composition • before transferring or closing a case • when a third child protection report is received within one year • before a child returns home • before the expiration of a supervision order

Involving Those Significant To The Child

Applications to Court under the *Child, Family and Community Service Act* are a means of ensuring a child's safety and well-being. Court-related measures exist along the continuum of protective measures described in *Practice Standards for Child Protection*, page 42.

Decisions that may lead to court action (for example, decisions regarding safety plans, risk assessments, risk reduction plans, placement options, appropriate orders to request from the court, or access, if the child is to remain in care) contribute most to the child's ongoing protection when they involve those who play significant roles in the child's life.

The minimum requirements for informing others and serving notice of hearing are set out in various provisions of the CFCSA. In many cases, however, there are others beyond those named in the CFCSA's informing and notice provisions who may be considered significant to the child, such as grandparents, extended family members, and others closely involved with the child or family. Such individuals can play an important role in your work when given the opportunity to participate in the development of the child's plan of care – including acting as the child's caregiver if the child's safety cannot be ensured in the parent's home.

To the extent that your assessment of the child's safety and well-being allows, and to the extent that the time frames associated with court applications permit, involve the above individuals in your planning process.

1. Applying for an order and serving notice/informing

Applying For An Order

- **Whenever you are considering a protective measure that requires a court order:**
  1. Discuss your plans to apply for an order with your supervisor as soon as possible.
  2. Determine which order to apply for.
  3. If you are applying for a supervision order without removing the child, or an interim order after removing a child, complete Form 1 for a presentation hearing. (See page 14: Presentation Hearings.)
  4. If your application does not require a presentation hearing, complete and file Form 2 (Application for an Order) or Form 3 (Application to Change or Cancel an Order).
  5. Serve notice on those entitled to notice and inform those entitled to be informed (see Appendix 1).

Serving Notice/Informing

See Appendix 1

The purpose of serving notice/informing is to ensure that each person entitled to notice or to be informed knows the time, date, and place of the hearing and has an adequate opportunity to prepare for the hearing. Serving notice/informing others of a hearing provides you with an opportunity to contact the people significant to the child and seek their involvement in developing an appropriate plan for the child, including discussing options for placing the child within the child's extended family or community.

In addition to meeting the notice and informing requirements under the Act, always follow existing protocols, including involving aboriginal communities as early as possible when responding to a child protection concern involving an aboriginal child.

- **Whenever the Act requires you to serve notice or to inform:**
  1. Determine who is entitled to notice or to be informed of the hearing (see Appendix 1).
  2. If you have to serve notice on the Public Trustee, complete and fax S2681; fax numbers are available on the CFCSLIST.
  3. Determine the minimum number of days before the hearing which are required to serve notice on or inform others (see Appendix 1).
  4. Calculate the latest day on which you can serve notice or inform. Do not count the day of the hearing as one of the days, and do not count the day on which you serve notice or inform. Count only days that fall between these two points.
  5. Do not serve notice or inform on a holiday.
  6. If you have questions about the timing of notice or informing, consult contract legal counsel.
  7. If necessary, apply to vary the notice requirements (see page 10). This is not required for informing.
  8. Determine the method of serving notice (see page 11).
  9. Prove that notice (see page 13) was served and document how the obligation to inform was met.

Serving notice on a child

While you must serve notice of the hearing on the child, if the child is 12 years of age or older, you should also discuss the hearing and the order you will be seeking with younger children, unless there is good reason not to, such as:

- the child is not sufficiently mature to understand
- it may cause the child emotional harm

Please note that serving notice on a child does not make the child a party.

Serving notice on a parent

Section 1 of the Child, Family and Community Service Act defines *parent* as:

- the mother of a child
- the father of a child
- a person to whom custody of a child has been granted by a court of competent jurisdiction or by an agreement, or
- a person with whom a child resides and who stands in place of the child's mother or father

Unless a court has ordered that you should not serve a particular parent notice of a specific hearing, you must serve notice on everyone who falls within the above definition. Often, this means locating a biological parent or step-parent who may not have had recent contact with the child. If you are unsure whether someone should be considered a parent, or if your efforts to locate a parent are unsuccessful, confer with your contract legal counsel.

It may be necessary to seek direction from the court about whether to consider a person a parent or whether to serve the person by placing an advertisement in a newspaper or some other means. Such applications should be made as early as possible and always in time for you to attempt serving notice again within the time frame required.

Serving notice on, informing and advising the aboriginal community

Note that Schedules 1 and 2 of the CFCS Regulations have been amended (the amended schedules are presented in Appendix 5 of this document).

If you have questions about serving notice on, informing or advising the aboriginal community, contact the office of the Deputy Director for Aboriginal Services.

Presentation Hearings

If the child is aboriginal, you must inform, if practicable, the applicable aboriginal organization listed in Schedules 1 and 2 of the CFCS Regulations of the time, date and place of the hearing.

Under sections 33.1, 36 and 42.1, you do not have to inform the aboriginal organization or other specified persons if, in your opinion, doing so would:

- cause physical or emotional harm to any person or
- endanger the child's safety

In addition, when an Indian band or aboriginal community has an identified relationship with an aboriginal family and child service agency, you must advise the agency that the band or community has been informed of a presentation hearing.

Refer to sections 33.1, 34, 36, and 42.1 of the *CFCSA*. (Note that pursuant to section 33.1, the child 12 years of age or over and the person with care of the child are *served notice* of the presentation hearing, rather than being informed.)

Please also refer to "Applying for an order and serving notice/informing" on page 7 and "Presentation Hearings" on page 14.

1. Refer to Aboriginal Band Addresses and Related Information on CFCSLIST on Office Vision to determine whether an Indian band or aboriginal community has a relationship with an aboriginal family and child service agency.
2. If an agency is identified in connection with a particular band or community, refer to Aboriginal Agencies on CFCSLIST to obtain contact information for the agency.
3. If an Indian band or aboriginal community does not have a relationship with an aboriginal family and child service agency:
   - inform, if practicable, the Indian band or aboriginal community of the presentation hearing and involve the band or community in the court proceeding and planning.
4. If an Indian band or aboriginal community does not have a relationship with an aboriginal family and child service agency:
   - inform, if practicable, the Indian band or aboriginal community of the presentation hearing and involve the band or community in the court proceeding and planning, and
   - advise the aboriginal family and child service agency that the Indian band or aboriginal community has been informed of the presentation hearing.

Other Hearings

If the child is aboriginal, at least 10 days before the date set for a protection or continuing custody hearing, you must serve the designated representative of the Indian band or aboriginal community with notice of the time, date and place of the hearing (see Schedules 1 and 2 of the *Regulations*).

Also, if the child is aboriginal and the designated representative of the Band or community has become a party, the designated representative must be served with notice of the time, date and place of the hearing at least 10 days before the date set for an enforcement, extension, permission for cancellation, access, variation, or guardian of the estate hearing.

In addition, when an Indian band or aboriginal community has an identified relationship with an aboriginal family and child service agency, you must advise the agency that the band or community has been served notice of a proceeding and a copy of the notice must be provided to the agency.

Refer to sections 38, 39 and 49 of the *Child, Family, and Community Service Act*. Please also refer to "Applying For An Order And Serving Notice/Informing" on page 7.

1. Refer to Aboriginal Band Addresses and Related Information on CFCSLIST on Office Vision to determine whether an Indian band or aboriginal community has a relationship with an aboriginal family and child service agency.
2. If an agency is identified in connection with a particular band or community, refer to Aboriginal Agencies on CFCSLIST to obtain contact information for the agency.

3. If an Indian band or aboriginal community does not have a relationship with an aboriginal family and child service agency:
   - serve notice of the time, date and place of the hearing on the designated representative of the Indian band or aboriginal community.
4. If an Indian band or aboriginal community does not have a relationship with an aboriginal family and child service agency:
   - serve notice of the time, date and place of the hearing on the designated representative of the Indian band or aboriginal community, and
   - advise the aboriginal family and child service agency that the designated representative of the Indian band or aboriginal community has been served notice, and provide the agency with a photocopy of the notice of service.

Applying to vary notice requirements

In unusual circumstances, you may be unable to serve notice of a protection or other hearing in the time or manner required under the Act. For example:

- when a person has been avoiding service and you have been unable to seek direction from the court about how to serve the notice of hearing in the circumstances, or
- when, just before the court hearing, you become aware of the identity of a person entitled to notice or otherwise learn that a person entitled to notice exists

When you cannot serve notice within the time required, immediately contact contract legal counsel to discuss whether, in the circumstances, you can apply for an order:

- to shorten the notice period required under the Act
- to dispense with the requirement to serve notice of the hearing on the person

Inform contract legal counsel of your efforts to serve the notice of hearing and discuss any evidence or other materials that contract counsel may require for the application.

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Determining the method of serving notice

Personal Service: A copy of the notice is given to the person by you, a process server, or another person	
Serve the notice in person	• always, when a child is entitled to notice • where possible, to parents and other people entitled to notice personally
Use a process server	• to serve a person other than a child where, for example: - a meeting with the person might place your personal safety at risk - the person is not available or is avoiding a personal meeting with you
Non-personal service: If a person who is a party or an organization has filed an address for service and has either asked to be served non-personally or cannot be served personally	
Serve notice by fax	If a fax number has been provided as an address for service by a person who is a party, or you are serving notice on an aboriginal representative, or you are serving notice by fax through a party's lawyer: • confirm that the party is willing to receive service by fax • attach the fax confirmation sheet to the Form 9
Serve notice by registered mail	If the person who is a party or an organization entitled to notice (other than the child) has filed an address for service
Serve notice through a lawyer's office	If the person who is a party entitled to notice (other than the child) cannot be served personally and has a lawyer of record, by leaving a copy at the lawyer's office or by fax
Other court-approved methods: If a party cannot be served as provided above or is temporarily outside the province	
By newspaper advertisement	If you are unable to serve notice using any of the above methods: • with the assistance of contract legal counsel, apply under Court Rule 6(10) for permission • by placing an advertisement in a newspaper in the community where the person is believed to be residing (see information below)
Other service method	As allowed under Rule 6 or otherwise approved by the court • with assistance of contract legal counsel, apply under Court Rule 6(10) for permission

Protecting the privacy of the child's information

When you apply for permission to use a method of service that cannot be relied upon as confidential, request that the court dispense with the requirement to include a copy of the plan of care.

Rule 6(10)

Permission to use another service method

Where you are unable to serve notice in the recommended manner, you may apply to a judge who may permit another service method and direct how service is to be proved.

Determining the method of serving notice

Personal Service: A copy of the notice is given to the person by you, a process server, or another person	
Serve the notice in person	• always, when a child is entitled to notice • where possible, to parents and other people entitled to notice personally
Use a process server	• to serve a person other than a child where, for example: - a meeting with the person might place your personal safety at risk - the person is not available or is avoiding a personal meeting with you
Non-personal service: If a person who is a party or an organization has filed an address for service and has either asked to be served non-personally or cannot be served personally	
Serve notice by fax	If a fax number has been provided as an address for service by a person who is a party, or you are serving notice on an aboriginal representative, or you are serving notice by fax through a party's lawyer: • confirm that the party is willing to receive service by fax • attach the fax confirmation sheet to the Form 9
Serve notice by registered mail	If the person who is a party or an organization entitled to notice (other than the child) has filed an address for service
Serve notice through a lawyer's office	If the person who is a party entitled to notice (other than the child) cannot be served personally and has a lawyer of record, by leaving a copy at the lawyer's office or by fax
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Protecting the privacy of the child's information

When you apply for permission to use a method of service that cannot be relied upon as confidential, request that the court dispense with the requirement to include a copy of the plan of care.

Rule 6(10)

Permission to use another service method

Where you are unable to serve notice in the recommended manner, you may apply to a judge who may permit another service method and direct how service is to be proved.

Serving notice by advertisement

When the court orders under Rule 6(10) that notice of a hearing be served in the form of a newspaper advertisement, you are responsible for making all the necessary arrangements, including payment. Unless the judge specifies otherwise, the advertisement includes:

- the initials of the child
- the child's birth date
- the date, time and place of the hearing
- the order being requested, and
- your name and telephone number

Sample newspaper notice

> **George Watson** this is your official notice that at **9:30 am** on **March 12, 1998** at Vancouver Family Court at 800 Hornby Street, Vancouver, British Columbia, the Director of Child, Family and Community Services will make an application for a **Continuing Custody Order**, pursuant to **Section 49(5)(b)** of the Child, Family and Community Service Act in connection with your child, **EJW**, born **November 19, 1987.**
>
> You have the right to be present and to be represented by legal counsel. **George Watson**, or anyone knowing his present whereabouts, please contact **Joan Grey**, Social Worker, Ministry for Children and Families, 2nd Floor - 666 East Hastings, Vancouver, British Columbia V6A 1R1. Telephone: (604) 775-1300.

Serving notice in and for other jurisdictions

- **To serve notice in jurisdictions outside British Columbia**

If a person entitled to notice is residing outside British Columbia, make arrangements for notice to be served by the child welfare authority in the person's community.

1. Contact the child welfare authority and provide information about:
   - the name, address, and phone number of the person to be served
   - whether you have spoken with the person about the hearing and whether the person is willing to receive service
   - the nature of the hearing and the order you are requesting
   - the date by which service must occur
2. Arrange to send the child welfare authority the notice of hearing along with Certificate of Service (Form 9) and provide information about how to complete the Certificate of Service.

A sample form letter for requesting out-of-province service of notice is shown in Appendix 3.

- **To serve notice for jurisdictions outside British Columbia**

A child welfare authority outside British Columbia may ask you to serve notice of a hearing on its behalf. The other jurisdiction is not charged for this service.

You do not have the authority to commission or witness court-related documents (including affidavits) used in proceedings in other jurisdictions. When a child welfare authority from another jurisdiction requires the swearing and attachment of an affidavit to the notice of hearing, complete the documents with the assistance of either:

- contract legal counsel
- a notary public

Proving service

- **To prove that notice has been properly served on each person entitled to notice of the hearing**

  Send the Certificate of Service and accompanying documents required to contract legal counsel for filing with the court:

  - For personal service: a Certificate of Service
  - For service by fax: a Certificate of Service with a fax confirmation sheet
  - For service by registered mail: a Certificate of Service with one of the following proofs of service:
    - a copy, produced by fax or otherwise, of the signature obtained by Canada Post at the time the document was delivered
    - a print-out of the delivery confirmation made available on the Internet by Canada Post
  - For personal service on a lawyer: a copy of the document signed by the lawyer or an articled student or by a partner or employee of the firm

2. Presentation Hearings

Whenever you have removed a child, or are applying for a supervision order without removing a child, you must present the child's circumstances to the court at a presentation hearing.

Note that Section 29.1 allows you to apply for a supervision order without removing the child. These applications are initially made at a presentation hearing.

Presentation hearing for a supervision order without removal under s. 29.1	***Presentation hearing following removal under s. 30***	***Presentation hearing following removal where a supervision order has been breached or no longer protects (s. 36, 42)***
• At least 10 days before the hearing, complete and file Form 1 with the court registry, by fax or in person. • Complete Form F, including: - the grounds for making the application - an interim plan of care including recommended terms & conditions • At least 7 days before the date set for the presentation hearing, **serve notice** of the hearing, using the completed Form F, on: - the child (12 or over) - the person with care of the child • Inform, if practicable, each of the following of the time, date, and place of the presentation hearing: - each parent (if not served with Form F) - the Public Trustee*, if the parent entitled to custody is under 19 - the child's aboriginal organization You do not have to inform a person if you believe it would cause physical or emotional harm to any person or endanger the child's safety (s. 33.1(5)). • Provide each person who is informed with a copy of the completed Form F.	• Complete and file Form 1 with the court registry, by fax or in person, before the hearing. • Complete Form A, including: - the circumstances that led you to remove the child - an interim plan of care - information about any less-disruptive measures considered • No later than 7 days after removing the child, attend the presentation hearing. • Inform each of the following of the time, date, and place of the presentation hearing, and provide a copy of Form A: - the child (12 or over) - each parent - the Public Trustee*, if the parent entitled to custody is under 19 years of age - the child's aboriginal organization	• Complete and file Form 1 with the court registry, by fax or in person, before the hearing. • Complete Form A, including: - the circumstance that arose resulting in the interim supervision order no longer protecting the chiid, and/or - any term or condition of the supervision order that required removal upon non-compliance and a description of the circumstances surrounding the person's non-compliance • No later than 7 days after removing the child, attend the presentation hearing. • **S. 36 removal:** Inform, if practicable, each of the following of the time, date, and place of the presentation hearing, and provide a copy of Form A: - the child (12 or over) - each parent - any person made a party under s. 39(4) - the Public Trustee*, if the parent entitled to custody is under 19 - the child's aboriginal organization • **S. 42 removal:** Inform each of the following of the time, date, and place of the presentation hearing, and provide a copy of Form A: - the child (12 or over) - the parent or person who had custody of the child at the time of removal - any person made a party under s. 39(4) And inform, if practicable, unless you believe that it would cause physical or emotional harm to any person or endanger the child's safety: - each parent - the Public Trustee*, if the parent entitled to custody is under 19 - the child's aboriginal organization

*** To inform the Public Trustee, complete and fax form S2681; fax and phone numbers are available on CFCSList.**

Preparing For A Presentation Hearing

1. Obtain a time, date and place for the hearing from the provincial court registry

The presentation hearing is initiated in the child's home community. If you cannot determine the child's home community or initiate the hearing in the child's home community, consult with contract legal counsel about initiating the hearing in another community.

2. Complete and file the required forms

See the chart on page 41 for the forms you must complete.

3. Inform (and serve notice, if required) and involve others significant to the child

CFCSA ss. 33.1, 34, 36, 42.1

See the chart on page 41 for the people you must inform or serve with notice of the presentation hearing. Consider whether there are other people than those listed who are involved with the child or family and who may contribute in planning for the child (see page 6).

If you have to contact a parent or other person by telephone:

Except where you must serve notice of a presentation hearing, you may inform a parent or other person about the presentation hearing by telephone when:

- a person-to-person meeting might risk your personal safety
- the person is not available or is avoiding a personal meeting
- the person lives in another community
- a personal meeting cannot be arranged before the hearing

If you have been unable to contact the parent or other person:

- advise contract legal counsel that the parent has not been informed about the presentation hearing
- prepare a summary of your efforts to contact the parent
- following the presentation hearing, continue to make all reasonable efforts to contact the parent and provide a copy of the report and any orders made at the hearing

If the parent is under 19:

- tell the parent about the Public Trustee's role and responsibilities
- inform the parent that the Public Trustee will be notified of the hearing
- recommend that the parent seek legal advice and representation
- refer to or assist the parent in contacting the nearest Legal Aid office if the parent has no other legal representation for the hearing

If the parent is also a child in care, a lawyer will be provided by MCF. Contact Legal Services Branch.

General information about the roles and responsibilities of the Public Trustee can be found in CFCS Policy Volume 2:1.2-28

If you have reason to believe the parent is mentally ill or lacks capacity to receive notice:

- confer with contract legal counsel

M121

IMPORTANT NOTE CONCERNING THE FOLLOWING PAGES

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4. Consider whether the child can return home before the presentation hearing

CFCSA ss. 33(1) and 33(1.1)

When you have removed a child, you may return the child to a parent apparently entitled to custody where:

- circumstances have changed so that the child no longer needs protection
- you receive additional information before the presentation hearing which leads you to conclude, under Risk Decision 4, that the child no longer needs protection
- a less-disruptive measure becomes available to protect a child

CFCSA ss. 34, 36, 42.1, and Regulations s.4

- **If you are not returning the child and are proceeding to the presentation hearing**
  - complete Form A
  - refer to the notice/informing provisions on page 41 to determine who is entitled to be informed or to be served notice

CFCSA ss. 33(2), 34, 36, 42.1 Regulations s.4

- **If you are returning the child and proceeding to the presentation hearing**
  - complete Form A
  - give the parent a copy of the Form A report
  - advise the parent that the report will be presented to the court
  - follow the notice/informing provisions on page 41

CFCSA ss.33(3), Regulations s.4

- **If you are returning the child and not proceeding to the presentation hearing**
  - complete Form B
  - give the parent a copy of the Form B report
  - advise the parent that the report will be presented to the court
  - give a copy of Form B to any person informed of the presentation hearing

Form B may be presented to the court by filing it with the court registry or appearing with it in court.

5. Determine which order for the child's interim care to recommend

CFCSA ss. 35(2)(a), 36(3)(b)(ii) and 42.1(6)(a)

- **Apply for an order for interim custody where:**
  - you have removed the child, and
  - you believe the child would not be safe in the parent's or other person's care until the protection or enforcement hearing

CFCSA s. 33.2(2) s. 35(2)(b) s. 42.1(6)(b)

- **Apply for an interim supervision order for the child to remain with or return to the parent or other person with temporary custody of the child where:**
  - you and the child's parent or other person have agreed upon an interim plan of care
  - you believe the plan will provide adequately for the child's safety until the protection or enforcement hearing
  - you are capable of monitoring compliance with the order

For more information on supervision orders, see page 24.

4. Consider whether the child can return home before the presentation hearing

CFCSA ss. 33(1) and 33(1.1)

When you have removed a child, you may return the child to a parent apparently entitled to custody where:

- circumstances have changed so that the child no longer needs protection
- you receive additional information before the presentation hearing which leads you to conclude, under Risk Decision 4, that the child no longer needs protection
- a less-disruptive measure becomes available to protect a child

CFCSA ss. 34, 36, 42.1, and Regulations s.4

◆ **If you are not returning the child and are proceeding to the presentation hearing**

- complete Form A
- refer to the notice/informing provisions on page 41 to determine who is entitled to be informed or to be served notice

CFCSA ss. 33(2), 34, 36, 42.1 Regulations s.4

◆ **If you are returning the child and proceeding to the presentation hearing**

- complete Form A
- give the parent a copy of the Form A report
- advise the parent that the report will be presented to the court
- follow the notice/informing provisions on page 41

CFCSA ss.33(3), Regulations s.4

◆ **If you are returning the child and not proceeding to the presentation hearing**

- complete Form B
- give the parent a copy of the Form B report
- advise the parent that the report will be presented to the court
- give a copy of Form B to any person informed of the presentation hearing

Form B may be presented to the court by filing it with the court registry or appearing with it in court.

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◆ **Apply for an interim supervision order for the child to remain with or return to the parent or other person with temporary custody of the child where:**

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- you believe the plan will provide adequately for the child's safety until the protection or enforcement hearing
- you are capable of monitoring compliance with the order

For more information on supervision orders, see page 24.

Following the Presentation Hearing

CFCSA ss. 62(1) and 81

If the court orders the child home with or without supervision contrary to your application, consider with contract counsel whether the order should be appealed.

3. Protection Hearings

Preparing For The Protection Hearing

1. Arrange the protection hearing

CFCSA ss. 40 and 37

In consultation with contract legal counsel, and if the court has not already done so, ask the court for a date for the protection hearing.

2. Determine what order to request and complete and file Form 2

CFCSA ss. 41(1)(a) and 41(2.1)

- **Apply for a supervision order with the parent where:**
  - you believe the order would be in the child's best interest, and
  - you believe a parent can ensure the child's safety and well-being in the home with the provision of services or under other terms or conditions

  The maximum term for the supervision order is 6 months, but the supervision order can be extended to 12 months.

  For information about the terms and conditions of a supervision order, see page 24.

CFCSA s. 41(1)(b)

- **Apply for an order for the child to be placed with a person other than the parent where:**
  - you believe the order would be in the child's best interest
  - you assess that the person's home is safe for the child
  - the person is able and willing to meet the child's needs
  - the person consents to have custody on a short-term basis
  - you and the person agree on the terms and conditions of the supervision order
  - you and the person agree on the terms of the support agreement, and
  - the person agrees to work collaboratively with you

  CFCSA s. 93(1)(g)(ii)

  You may make an agreement with the person to provide financial and other supports for the child (S2630).

Your assessment of the person who may get temporary custody of the child should follow the steps taken for a restricted foster home study. For information, see *Practice Standards for Guardianship*.

CFCSA s. 41(1)(c)

- **Apply for a temporary custody order where:**
  - you believe the order would be in the child's best interest
  - the child's safety and well-being cannot be assured in the parent's home
  - the parent requires counselling or other measures to resolve the situation that caused the child's need for protection
  - the child expresses fear about returning home
  - medical or other examinations indicate that the child requires a level of care that the parent cannot provide at this time
  - there is a likelihood that the child would be able to return home following the temporary order with or without a supervision order

3. Protection Hearings

Preparing For The Protection Hearing

1. Arrange the protection hearing

CFCSA ss. 40 and 37

In consultation with contract legal counsel, and if the court has not already done so, ask the court for a date for the protection hearing.

2. Determine what order to request and complete and file Form 2

CFCSA ss. 41(1)(a) and 41(2.1)

- **Apply for a supervision order with the parent where:**
  - you believe the order would be in the child's best interest, and
  - you believe a parent can ensure the child's safety and well-being in the home with the provision of services or under other terms or conditions

  The maximum term for the supervision order is 6 months, but the supervision order can be extended to 12 months.

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CFCSA s. 41(1)(b)

- **Apply for an order for the child to be placed with a person other than the parent where:**
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  - you assess that the person's home is safe for the child
  - the person is able and willing to meet the child's needs
  - the person consents to have custody on a short-term basis
  - you and the person agree on the terms and conditions of the supervision order
  - you and the person agree on the terms of the support agreement, and
  - the person agrees to work collaboratively with you

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  You may make an agreement with the person to provide financial and other supports for the child (S2630).

  Your assessment of the person who may get temporary custody of the child should follow the steps taken for a restricted foster home study. For information, see *Practice Standards for Guardianship*.

CFCSA s. 41(1)(c)

- **Apply for a temporary custody order where:**
  - you believe the order would be in the child's best interest
  - the child's safety and well-being cannot be assured in the parent's home
  - the parent requires counselling or other measures to resolve the situation that caused the child's need for protection
  - the child expresses fear about returning home
  - medical or other examinations indicate that the child requires a level of care that the parent cannot provide at this time
  - there is a likelihood that the child would be able to return home following the temporary order with or without a supervision order

CFCSA s 41(1.1)

- **Apply for a supervision order after a temporary custody order where:**
  - you and the parent agree on a plan that includes a return to the parent following a course of treatment or services to remedy the circumstances that caused the child's need for protection.

CFCSA ss. 41(1)(d) and 41(2)

- **Apply for a continuing custody order where one of the following occurs:**
  - the child's parent cannot be identified
  - the child's parent cannot be located after a search that involved speaking with relatives, community members, police or advertising in the newspaper and the person is not likely to be found
  - the parent is unable to resume care due to chronic, long-term health problems, mental illness or other incapacity
  - the parent is unwilling to resume care of the child
  - the harm the child has suffered or is likely to suffer is so extreme that there is little possibility it would be in the child's best interest to be returned

  Before applying for a continuing custody order, consider whether a member of the child's extended family, kin or family friend is able or willing or appropriate to apply for custody of the child.

3. Prepare a plan of care

You must present a plan of care for the child to the court at the protection hearing. As much as possible, develop the plan of care with the child, the child's parent, and others involved in planning for the child.

4. Serve notice of the protection hearing (see page 7)

CFCSA s. 38

You must serve notice of the protection hearing at least 10 days before the date set for the hearing on:

- a child 12 years of age or over
- each of the child's parents
- designated representatives of a child's Indian band or aboriginal community
- any party to the proceeding in which the court made the existing order
- any other person the court considers appropriate

If you have difficulty determining who you must serve, consult with contract legal counsel as early as possible before the date by which you are required to serve notice, and consider requesting direction from the court.

The notice of the protection hearing must include:

- the time, date, and place of the hearing
- a copy of the application (Form 2) for the order you intend to request at the protection hearing
- a copy of the plan of care you intend to present to the court at the protection hearing

◆ If your information is incomplete

CFCSA s. 38(2)

If you have not finalized the plan of care or decided what orders to request, you must:

- ask each person entitled to notice if he or she is willing to wait until a later date for the outstanding information
- document each person's agreement to wait for the outstanding information, for each person who is willing to wait

If a person entitled to notice does not agree to wait for outstanding information:

- Serve the person with a complete notice of hearing, including:
  - a copy of the existing plan of care
  - current information about the orders you are intending to request at the hearing.
- Advise the person that the plan of care or the intended order will continue to be reviewed and developed and that you will inform the person of any changes as soon as possible.

If you amend the plan of care or decide to seek an order other than the order noted in the notice of hearing, consult with contract legal counsel about what steps to take.

5. Meet with contract legal counsel

Before the hearing date, meet in person or by telephone with contract legal counsel and review:

- the past and present circumstances of the child and family
- records of your meetings with the child and family since the child's removal.

6. Prepare for the protection hearing

Discuss with contract legal counsel whether the protection hearing is likely to go by consent or whether it is likely to be contested.

- If consent is likely, prepare for a consent order (see page 35).
- If a contested hearing is likely, prepare for a Rule 2 case conference and make plans to meet any requests for disclosure.

Provide legal counsel with all relevant information about the child and family including:

- the child's plan of care
- the order being requested
- a list of all social workers required to attend the hearing if the matter cannot be resolved by consent
- a list of witnesses including phone numbers and addresses and a brief summary of what evidence they would provide
- any reports completed by other professionals or expert witnesses

Preparing for a Rule 2 case conference

A Rule 2 Case Conference is a judge-facilitated settlement conference. The expectation at a case conference is that the social worker, parents, and other people involved actively participate in working out an agreement.

Purpose of the Rule 2 case conference

The purpose of the case conference is to:

- reach settlement on as many issues or statements of fact as possible
- if possible, reach agreement so that an order can be obtained by consent
- when a consent order is not possible, help the court plan for an efficient and fair protection hearing

If an agreement is reached, the judge can make any order available under the Act, subject to the requirements of section 60. If there is agreement on most, but not all issues, the judge may direct that the remaining issues be decided through a mini-hearing or (if everyone agrees) through mediation. At a mini-hearing, the court is limited to hearing evidence only on the issues that have not been resolved at the case conference.

If no agreement has been reached at the case conference, the judge may set a date for another case conference or may set a hearing date. The judge may also:

- make an order about the disclosure of information
- give direction on how evidence will be received at the hearing
- give direction on procedures to be followed at the hearing

A Rule 2 case conference occurs:

- before every contested protection hearing, unless the contested hearing can be completed the day it commences
- at any other time, if any party (including you) requests a case conference
- at any other time, if a judge thinks it may promote a fair and efficient resolution of the issues

Notice of a Rule 2 case conference

When a case conference is directed, you must notify the other parties of the date, time, and place of the conference, unless the conference was directed when the parties or their lawyers were present.

At the end of the case conference

- If the case conference ends with the parties in agreement on a proposed order, prepare a consent order (see Consent Orders: page 35)
- If the case conference ends without agreement on a proposed order, continue to prepare for the protection hearing.

Preparing For Disclosure

CFCSA s. 64

Disclosure should occur in advance of the case conference so that all parties will have a chance to review all materials before the start of the case conference. However, disclosure can also be requested at any other stage of proceedings.

Contract legal counsel is responsible for disclosure and will make necessary arrangements to ensure the documents are provided to the other parties.

- **When you receive a request for disclosure from a party to a proceeding:**
  1. Confirm with contract legal counsel that the person requesting disclosure is a party according to section 39.
  2. Review all recordings pertaining to the case.

CFCSA s. 77

  3. Flag any areas in the recordings that you feel should not be disclosed due to "privilege" and confidentiality provisions of the CFCSA (for example, the identity of reporter, information about a third party).
  4. Make arrangements with contract legal counsel for the materials to be copied.
  5. Advise contract legal counsel of any privilege concerns.
  6. As required, assist contract legal counsel to comply with ongoing duty to disclose.

- **To request disclosure from a party to a proceeding:**

CFCSA s. 65

  1. Before a proceeding, consult with contract legal counsel about making a request for disclosure.
  2. If the request is denied, or insufficiently responded to, consider seeking an order for access to records (see page 31).

Following The Protection Hearing

CFCSA ss. 81 and 62(1)

- **If the court finds the child does not need protection**

  Arrange for the child's return unless you intend to file an appeal.

- **If the court finds the child needs protection**
  1. Meet with the child, and if possible the parent, to explain the court's order and discuss the child's plan of care.
  2. You may also advise other people involved in the child's plan of care, including:
     - the child's caregiver
     - involved family members
     - child's health care provider
     - child's day care provider or teacher
     - anyone else who has a specific responsibility in the child's plan of care
  3. Revise the child's plan of care by indicating the type of order and any terms and conditions attached.
  4. Continue to involve parents, service providers and others in ensuring the child's ongoing protection.

4. Continuing Custody Hearings

CFCSA s. 49

Where a child is in temporary custody, you may apply for a continuing custody order no sooner than 60 days before the temporary custody order expires.

Applying For A Continuing Custody Order

Apply for a continuing custody order where a child in temporary custody is not able to return home and other family or community members are not able to provide care for the child.

- **To apply for a continuing custody order**

1. Obtain a time, date and place for the hearing from the provincial court registry.
2. Complete and file Form 2 with the provincial court registry.
3. Serve notice as required.

   Serve each person entitled to notice with a copy of the completed Form 2 that was filed with the court along with the plan of care that will be presented to the court at the protection hearing (see *Practice Standards for Guardianship).*

   People entitled to notice are:

   - the child, if 12 years of age or over
   - any person who has been made a party under s. 39(4)
   - each parent
   - any person who has custody of the child under s. 41(1)(b) or 42.2(4)(c)
   - if the child is registered or entitled to be registered as a member of an Indian band, the designated representative of the band
   - if the child is not registered or entitled to be registered as a member of an Indian band, on the designated representative of an aboriginal community that has been identified by the child or the child's parent
   - the Public Trustee, if appointed guardian of the child's estate under s. 58 (fax Form S2681; fax and phone numbers are available on CFCSLIST)
4. Complete and present Form 9 (Certificate of Service) along with any other required documents to the court at the hearing's commencement date.

CFCSA ss. 49(5) and 49(6)

5. Note that before making a continuing custody order, the court must consider :
   - the past conduct of the parent towards any child who is or was in the parent's care
   - the plan of care, and
   - the child's best interests

Following The Continuing Custody Hearing

- **When a continuing custody order has been made**

1. Inform the Public Trustee about the order.

CFCSA s. 50(4)

2. You must send a copy of the order to the Public Trustee as soon as you receive it.

5. Supervision orders

You may seek an order to supervise a child's care by a parent or other person under the terms and conditions of a supervision order where:

- the comprehensive risk assessment indicates the level of risk can be managed by the terms and conditions of a superivision order
- support services and/or monitoring will ensure the child's safety and well-being in the home
- the terms and conditions of the supervision order are realistic and can be effectively monitored

Supervision orders can be made:

CFCSA s. 29.1 & 33.1 or 36 or 42.1

- at a presentation hearing either following removal or without removal

CFCSA s. 41

- at a protection hearing

CFCSA s. 42.2

- at a hearing to enforce a supervision order

CFCSA s. 49

- at a continuing custody hearing.

Terms And Conditions Of A Supervision Order

The terms and conditions of a supervision order must be achievable and must always include:

See: Practice Standard 26

- that you have direct and private access to the child and the child's home
- that you will remove the child if you are denied direct and private access according to the terms of the supervision order
- any other terms and conditions which will result in the child's removal in the case of non-compliance

The terms and conditions may also include:

- specific services for the child, the child's parent, or another person in the child's home during the term of the supervision order

See: Appendix 2 for possible terms and conditions

- other terms and conditions that you feel will be sufficient to manage the level of risk to the child, including, among other things:
  - parent education and counselling
  - use of physical discipline
  - homemaking services
  - family mediation services
  - mental health services for the parent or child
  - in-home support services
  - day care and respite services
  - parent's use of drugs and alcohol, including drug testing and required treatment
  - medical services for the parent or child
  - people who may provide respite
  - change of address notification
  - use of acceptable babysitters or respite caregivers

Removing A Child Who Is Under An Interim Supervision Order

CFCSA ss. 36(1) and 42(1)

You must remove a child and initiate a new presentation hearing (see page 14):

- if you believe an interim supervision order no longer protects the child or
- if a parent or person does not comply with a term or condition of the supervision order which requires removal in the case of non-compliance

◆ **At the presentation hearing following the removal:**

If the court is not satisfied with your reasons for removing the child, the court will make an order that the supervision order in force at the time of the removal continue to apply.

If the court is satisfied with your reasons for removing the child, the court will make an order either:

- for a new supervision order with terms or conditions you recommend to protect the child
- for an interim custody order

The court will also either confirm the existing protection hearing date or will set a new date for the protection hearing.

Removing A Child Who Is Under A Supervision Order Made At A Protection Or Enforcement Hearing

CFCSA s. 42(1)

Where the child has been removed under a supervision order made at either a protection hearing or a hearing about enforcement of a supervision order, you may apply for an order:

- that the child be returned to or remain with the parent or other person who, at the time of the removal, had custody of the child, under a new supervision order with terms or conditions you recommend to protect the child
- that the child remain or be placed in your custody for a specified period in accordance with s. 43
- that the child be placed in the custody of a person other than the person who had custody at the time of removal for a specified period in accordance with s. 43 and under your supervision
- that the child be placed in continuing custody unless that conflicts with s. 41(2)

CFCSA s. 42.2(7)

If satisfied at the hearing that a child was removed in accordance with a supervision order made at a continuing custody hearing (s. 49(8)), the court must make a continuing custody order.

6. Access to a child in interim, temporary or continuing custody

Arranging Access Without An Access Order

Children in care experience disruptions in the continuity of important relationships in their lives. When appropriate for the child's plan of care and while ensuring the child's safety and well-being, you may arrange for visitation or contact between a child in care and the child's family members or others even if an order for access has not been made.

Always consult with the child and the child's caregiver about whether and how such access should be arranged, and make sure the person requesting access understands your responsibility to ensure the child's safety and will comply with your requirements for visitation or contact.

CFCSA ss. 55, 56

However, if an order for access has been made, you are obliged to comply with its requirements.

Access Orders

Your plan of care for a child in interim, temporary, or continuing custody should address whether access should occur and how it should occur. Your views on whether access should occur and how it should occur should be before the court when an order regarding the child's care is made.

CFCSA ss. 55, 56

The following persons may apply to the court for an access order, in accordance with the following:

- At the time an interim or temporary custody order is made: the parent who had custody of the child when the child was removed.
- After an interim or temporary custody order is made: any other person.
- After a continuing custody order is made: a parent or any other person.

◆ **If you receive a request for access to the child:**

CFCSA s. 4

1. **Assess the request to see if it is:**
   - in the child's best interests
   - consistent with the plan of care
   - consistent with the wishes of the child
2. **As a result of your assessment, you may:**
   - come to an agreement on access that does not require an order
   - apply for an order by consent and attach any necessary terms and conditions
   - decide that access is not in the child's best interest
3. **If you cannot reach agreement on access to the child:**
   - refer the matter to mediation, or
   - recommend that the person consult with legal counsel about making a formal application to the court, where you remain in disagreement about access

4. **You may authorize financial support to facilitate agreed-upon or ordered access under Child Protection Code 05221 for:**
   - transportation for the child or parent
   - required supervision
   - other necessary or related costs

Changing An Access Order

CFCSA ss. 57

Should the access plan for the child change, and there is an order for access which is not compatible with the changes to the access plan, apply to the court to change the access order (see page 31).

7. Other protective orders available

The orders described below are those most commonly applied for as part of a protective family service case (for supervision orders, see page 24). Additional orders are available under the Act and under the Court Rules. Your contract legal counsel can advise you on what order may be appropriate in a given situation.

See page 41 for forms to complete and requirements for serving notice/informing for each of the orders below.

CFCSA s. 17

Order for access to a child for investigate purposes

You may apply for an order for access to a child where there are reasonable grounds to believe that a child needs protection, and you have been denied access to the child, and access is necessary to determine if the child needs protection.

You may ask that the order specify that you may:

- enter specific premises or vehicle, or board a specific vessel
- require a person to disclose the child's location
- interview or examine the child in the child's home
- authorize a medical examination
- authorize taking the child out of his or her home for the purpose of interviewing or medially examining the child

CFCSA s. 19

If a judge is not available, you may apply by telephone for an order for access to a child. In most cases, telephone applications are made through contract legal counsel.

CFCSA s. 18

If a person does not comply with an access order, you can apply to have the person arrested (Section 18 order).

CFCSA s. 28

Protective intervention order

You may apply for a protective intervention order where:

- the child is not in care
- there are reasonable grounds to believe contact between the child and another person would result in the child needing protection.

If the plan is to bring the child into care, consider a restraining order under s. 98 (see page 32).

Prior to applying for a protective intervention order, consider:

- what terms should be recommended to the court to implement the order (for example, that prohibited contact between the child and the person include telephone, electronic, and contact by mail, or that the person be prohibited from attending at a certain place or area)
- whether enforcement of the order would require the child's and/or the child's caregiver's support for the application.

If a protective intervention order is being considered to protect a child who has been or is likely to be sexually exploited, consult with the police regarding:

- any known risks to the child or individuals providing services to the child
- whether the child's safety concerns would be better addressed by taking action under the criminal code

- the need to consult on an ongoing basis in order to ensure the child's safety, provide service to the child, and facilitate prosecution under the criminal code, whenever possible
- recommending the court attach appropriate terms to the order, including authorization for the police to arrest a person without a warrant when police have reasonable grounds to believe that a person has contravened or is contravening the protective intervention order. (Note that this does not allow the police to enter a dwelling to make an arrest.)

You may apply to the court for a warrant authorizing police to enter any dwelling to make an arrest if there are reasonable grounds to believe a person has contravened or is contravening a protective intervention order and is or will be present in the dwelling. Apply for this warrant only following agreement with police that such action is necessary to ensure the safety of the child or others.

If a court is not available, you may apply by telephone for a warrant authorizing police to make an arrest in a dwelling.

Once a protective intervention order is made, it is registered with the Provincial Protection Order Registry so police can always access the order's terms. Police may also request a copy of the order so that it may be entered on CPIC (Canadian Police Information Centre).

A protective intervention order is part of an integrated plan to protect the child. Any services necessary to implement the integrated plan should be available at the time of the application. Integrated planning is particularly important if the order is intended to protect a child who has been or is likely to be sexually exploited. In addition to the protective intervention order, additional services from the Ministry for Children and Families or community agencies will likely be necessary to keep the child safe and reduce future risk to the child. Depending on the circumstances, your risk reduction service plan may include:

- counselling services
- parent/teen services
- support to the child's parent
- alcohol and drug services
- a youth agreement
- services through victims' assistance with support to the child if involved as a witness in criminal proceedings
- placement in a safe house

At any time prior to the expiration of the protective intervention order, it may be necessary to return to court to:

- change a term of the order
- cancel the order
- shorten or extend the duration of the order

Prior to returning to court to request any changes to the order:

- consult with the child
- consult with the child's parent

- consult with the police
- consult with others providing services to the child
- review the child's safety plan and all the goals associated with your involvement with the child and family

CFCSA s. 29

Order for necessary health care

If the child is in immediate danger, consider removal rather than making this application.

You may apply for an order for necessary health care where, in the opinion of two medical practitioners, treatment is necessary to preserve the child's life or prevent serious or permanent impairment of the child's health. For more information, see *Practice Guidelines for Managing Critical Health Care Decisions Including Advance Directives.*

CFCSA s. 39(4)

Order for the child to become a party to the hearing

A party to a hearing may call witnesses, cross examine other party's witnesses, and present evidence to the court.

Although a child, 12 years of age or older is entitled to notice of most hearings under the CFCSA, being served notice of a hearing does not automatically result in the child becoming a party to the hearing. In many circumstances, it is not necessary for the child to attend court or become a party to the hearing. The child's best interests may be served by the social worker, child's parent, or another person providing the child's views to the court. Section 67 allows the court to determine whether "hearsay" evidence from the child may be admitted.

In exceptional circumstances, where the child's views are not represented by either the director or the parents, it may be appropriate for the child to become a party to a hearing.

In addition to discussing the matter with the child, speak with contract legal counsel and, if possible, the child's parent and others about whether an application should be made for the child to become a party to the hearing. Prior to making the application, contract legal counsel must consult with Legal Services Branch (LSB), Ministry of Attorney General by faxing a copy of the completed request form. LSB has been authorized to approve a plan to apply under s. 39(4) to make a child a party.

Once the court makes an order for the child to be made a party to the hearing, the child will need legal representation. Lawyers for children in care who are made parties to hearings under the CFCSA are arranged through LSB. The request form and a copy of the order should be faxed by contract legal counsel to LSB. The lawyer appointed to represent the child will contact the child's social worker in order to arrange contact with the child.

CFCSA s. 44

Extension of supervision and temporary custody orders

Before a supervision order or temporary custody order expires, you may apply for an extension of the existing order where the circumstances that caused the child to need protection are likely to improve within a reasonable time

CFCSA s. 61

If an order expires before your section 44 hearing is completed, the original order will continue to have effect until the hearing is completed.

CFCSA s. 46

Supervision order after a temporary custody order ends

Apply for a supervision order after a temporary custody order ends where the child is returning to the parent under your supervision.

See page 24 for terms and conditions to attach to a supervision order.

CFCSA s. 61

If the temporary custody order expires before the s. 46 hearing is completed, the temporary custody order will continue in effect until the hearing is completed.

CFCSA s. 54

Order to cancel a continuing custody order

To cancel a continuing custody order, you first apply to the court (Form 2) for permission to apply to cancel the continuing custody order (the test is that the circumstances that caused the court to make the order have changed significantly).

If the court grants permission, complete Form 3 and file it with the court.

CFCSA s. 57

Order to change or cancel a supervision, temporary custody, or access order

You may apply to change or cancel a supervision order that is not an interim order, a temporary custody order or an access order where circumstances have changed significantly since the order was made.

CFCSA s. 59

Order authorizing a psychiatric or medical examination of a child or the child's parent

Make sure the information you are seeking doesn't already exist (for example, in a mental health or forensic report) and get approval from your supervisor for the application and for payment.

After the court has made an order for a psychiatric or medical examination of the child, meet with the child to review:

- the information you provided to the court
- the nature of the order which the court made
- the arrangements to take the child for the examination

CFCSA s. 65

Order for access to records

You may apply for an order to inspect records in the custody or control of a person or organization at any time during an investigation or when deciding whether a child needs protection if:

- there are reasonable grounds to believe that the record contains information necessary to determine whether the child needs protection, and
- the party with control or custody of the records neglects or refuses to produce the record upon written request

CFCSA s. 69

Order to vary a notice requirement or dispense with service

In consultation with contract legal counsel, you may ask the court to shorten, extend or waive a notice period in:

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- emergency situations
- situations where you have been unable to serve a party entitled to notice
- situations where the child's safety or well-being is threatened
- situations where the child may be abducted or hidden if notice of the application is given to another person
- situations where anyone else's safety is threatened

Note: If an order is made to dispense with service, it does not apply to subsequent hearings unless you get a dispense order "on all future child protection proceedings." Note, however, that a dispense order covering all future child protection proceedings still does not extend to a continuing custody hearing. If you wish to dispense with service in the case of a continuing custody hearing, you must apply for an order.

CFCSA s. 96

Request for information in the custody and control of a public body

No court application is required to request information from a public body as defined in the *Freedom of Information and Protection of Privacy Act* (FOIPPA) if the information is necessary for you to exercise your powers or perform your duties or functions.

"Public body" is defined in the FOIPPA and includes a provincial government ministry or agency, a hospital, or a school, but does not include a doctor's office.

Always follow any local or provincial information-sharing protocols between MCF and the public body. If no protocol exists, contact the public body and request the information.

Put your request in writing, clearly describing the information you require.

- Specify the date by which you require the information.
- State you are a delegate of the Director and attach documentation of your delegation.
- If you do not receive an appropriate response, contact your contract legal counsel.

CFCSA s. 97

Maintenance orders

Apply for a maintenance order only if you are unable to reach agreement with the parent on the amount of maintenance the parent will contribute towards the care of a child in care or the support of a youth under a Youth Agreement. (For more information, see *Practice Standards for Maintenance Agreements.*)

Apply following or in conjunction with the protection hearing.

CFCSA s. 98

Restraining orders

Restraining orders are available to protect:

- a child in care
- a child in the temporary custody of another person under the CFCSA
- a youth receiving services under a youth agreement
- a caregiver
- a person who has temporary custody of a child under the CFCSA

- emergency situations
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- a youth receiving services under a youth agreement
- a caregiver
- a person who has temporary custody of a child under the CFCSA

- a person delegated by the director (for example, a social worker)
- a person providing residential, educational or other support services to the child or youth

A restraining order may be used to protect a child or youth, as described above, from a person who:

- has encouraged or helped or is likely to encourage or help the child or youth to engage in prostitution
- has inveigled (tricked, lured) or coerced a child or youth or is likely to inveigle or coerce the child or youth into prostitution
- has otherwise exploited, abused or intimidated, or is likely to otherwise exploit, abuse or intimidate, the child or youth.

A restraining order may also be used to protect any of the other individuals mentioned above from being molested, harassed or annoyed when the person causing harm is doing so in retribution or in response to the individual's involvement with a child or youth under the CFCSA.

Prior to applying for the order, consider:

- whether any terms should be recommended to the court to implement the order (for example, that prohibited contact between the child and the person include telephone, electronic, and contact by mail or that the person be prohibited from attending at a certain place or area)
- whether enforcement of the order would require the child's and/or the child's caregiver's or other person's support for the application.

If a restraining order is being considered to protect a child who has been or is likely to be sexually exploited or a person providing care or support to such a child, consult with the police regarding:

- any known risks to the child or individuals providing services to the child
- whether the child's safety concerns would be better addressed by taking action under the criminal code
- the need to consult on an ongoing basis in order to ensure the child's safety, provide service to the child, and facilitate prosecution under the criminal code, whenever possible
- recommending the court attach appropriate terms to the order, including authorization for the police to arrest a person without a warrant when police have reasonable grounds to believe that a person has contravened or is contravening the restraining order. (Note that this does not authorize the police to enter a dwelling to make an arrest.)

You may apply to the court for a warrant authorizing police to enter any dwelling to make an arrest if there are reasonable grounds to believe a person has contravened or is contravening a restraining order and is or will be present in the dwelling. Apply for this warrant only following agreement with police that such action is necessary to ensure the safety of the child or others.

If a court is not available, you may apply by telephone for a warrant authorizing police to arrest in a dwelling a person who is subject to a restraining order.

Once the order is made, it is registered with the Provincial Protection Order Registry so police can always access the order's terms. Police may also request a copy of the order so that it may be entered on CPIC (Canadian Police Information Centre).

A restraining order is part of an integrated plan to protect the child. Any services necessary to implement the integrated plan should be available at the time of the application. Integrated planning is particularly important if the order is intended to protect a child who has been or is likely to be sexually exploited. In addition to the restraining order, additional Ministry for Children and Families or other community services will likely be necessary to keep the child safe and reduce risk to the child in the future. Depending on the circumstances, your plan may include:

- counselling services
- parent/teen services
- support to the child's parent or caregiver
- alcohol and drug services
- increased monitoring

At any time prior to the expiration of the restraining order, it may be necessary to return to court to:

- change a term of the order
- cancel the order
- shorten or extend the length of the order.

Prior to returning to court to request any changes to the order:

- consult with the child
- consult with the child's parent
- consult with the police
- consult with others providing services to the child
- review the child's safety plan and all the goals associated with your involvement with the child and family.

If a court is not available, you may apply for a restraining order or an arrest warrant by telephone.

8. Consent Orders

CFCSA s. 60

Following a presentation hearing, the court can make any order by consent, including supervision and custody orders, when there is written consent from everyone whose consent is required.

You may decide to apply for a consent order:

- at a meeting with the parent and other parties to discuss the child's plan of care
- at any time during the course of a Rule 2 case conference or other proceeding which follows a presentation hearing
- during or following participation in mediation or an alternate dispute resolution process

Preparing For A Consent Order

1. Determine whether an order should be applied for by consent

Consult with your supervisor and others involved in planning for the child to determine whether an order should be applied for by consent.

Note that when a temporary custody order is made by consent, without a finding that a child needs protection, the court will not later make a contested continuing custody order until a protection finding has been made. This means that evidence that a child needs protection should be gathered and retained such that it is available in the event of a contested continuing custody hearing.

2. Determine whose consent is required

When seeking a custody order (including a continuing custody order) or a supervision order by consent, the consent of the following are required:

- the director
- the child, if 12 years of age or over
- each parent of the child
- if the child is to be placed for a specified period in the custody of a person other than a director, that person
- any person who has been made a party under s. 39(4)
- if the child is aboriginal, the designated representative of the aboriginal band or community entitled to notice of a protection hearing under s. 38(1)(c) and (d)

When seeking any other type of CFCSA order by consent, the consent of the parties is required.

As necessary, consult with contract legal counsel.

3. Meet with each person whose consent is required

- Discuss the proposed consent order.
- Assess whether the person understands the nature and the consequences of the consent, and is giving voluntary consent.
- Advise the person:
  - to consult with independent legal counsel before signing the consent
  - that a protection finding is not needed

- if appropriate, that the parent's consent to the order is not an admission of any alleged grounds for removing the child

- Provide the person with a Written Consent (Form 11)

4. Consult with legal counsel where consent is in question

If you have doubts about the person's capacity, or whether consent is being given voluntarily, consult with contract legal counsel about:

- how to seek the order or another order
- whether to apply to dispense with the person's consent

5. Obtain the consent of each person other than the child

Use the Written Consent (Form 11) and ensure the person's consent is witnessed, preferably by someone other than yourself.

6. Obtain the consent of the child 12 years or older

- Arrange for independent legal advice for the child by choosing a lawyer from the roster of Legal Services Society lawyers available in your community. (Type CFCSLIST on the command line of the main menu screen of OfficeVision to see the roster and general instructions on independent legal advice (ILA)).
- Make an appointment for the child to see the lawyer
- Send the lawyer:
  - the Certificate of Authorization
  - any recordings or documents relevant to the case
  - a blank Written Consent (Form 11) for use if the child decides to consent
- If the child does not wish to speak with a lawyer, prepare the child to attend court and inform the court in person of the child's intention to consent or not consent to the order.

7. Complete a Written Consent (Form 11) showing your consent as director

8. Complete the Application for a Consent Order (Form 12) including a description of the order and indicate if all required consents have been obtained

9. Provide the completed Application for a Consent Order (Form 12) and completed Written Consents (Form 11) to contract legal counsel

Speak with legal counsel about whether there is any need to attend court. It may be possible to apply for a consent order without any one having to attend.

If all required consents have been obtained, contract counsel will file the Application for a Consent Order (Form 12) and the completed Written Consents (Form 11).

10. Consider with contract legal counsel whether to apply to dispense with any unobtained consents

It may be appropriate to ask the court to dispense with a required consent that you have not been able to obtain because:

- you were unable to speak to or contact the person whose consent is required
- you did speak to/contact a person whose consent is required and the person indicated he or she did not wish to become involved
- a child 12 or older refused to consent

If a person whose consent is required (other than a child 12 or older) refuses to consent, then the order may not be sought by consent, and a hearing will be needed to obtain the order.

The court may dispense with the consent of:

- the child 12 years or older if the court considers it in the best interest of the child to do so
- anyone else if the person has been served with notice of an application for a consent order but has not filed an objection with the court within 10 days after being served

Consult with contract legal counsel if seeking to dispense with the consent of a child 12 years or older.

If you and contract counsel agree to attempt to dispense with consent of a person other than the child 12 years or older:

1. Serve the person with a copy of the filed Application for a Consent Order (Form 12), a blank Written Consent (Form 11) and a letter explaining that the person has 10 days from the date of service to file the completed Objection to a Consent Order (Form 13) or a completed Written Consent (Form 11) (see sample letter in Appendix 4).
2. If you are unable to serve the person, consult with contract legal counsel.
3. Once 10 days have passed from the date of service, check with the Court Registry to see if the person has filed an Objection to a Consent Order (Form 13) or a completed Written Consent (Form 11).
4. If the person has filed either of these forms with the Court Registry, consult with contract legal counsel about next steps.
5. If the person has not filed either of these forms with the Court Registry, file a Certificate of Service (Form 9) and an Application for an Order (Form 2), in which you specify that you are seeking to dispense with the required consent of a person, with the Court Registry.

11. Assist contract legal counsel to prepare any other evidence needed.

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9. Mediation

At any stage in the process of planning for the child's care or protection, you may use mediation to resolve a dispute between yourself and the child's parent or others.

CFCSA s. 22

Mediation may be used whenever:

- you have concluded under risk decision 4, that a child needs protection
- everyone involved agrees to meet with the mediator
- the child is not in immediate danger

Issues that are appropriate for mediation include:

- the services the family will receive and participate in as part of the plan of care
- ensuring the child's safety in the parent's home by making changes in the home environment
- ensuring the child's safety by making arrangements for the child to reside with family and friends
- the length of time the child will be in care
- the amount and form of access the parent or others have to the child
- the specific terms of a supervision or access order
- the amount of a parent's contribution towards the maintenance of a child in care
- the terms to include in an order by consent including an extension of an existing order

Arranging The Mediation

If each person involved in the dispute agrees with the plan to participate in mediation, obtain the services of a mediator.

◆ **To arrange for a mediator**

- Review the list of child protection mediators on CFCSLIST on OfficeVision and determine whether a mediator is available in your community.
- Agree on a mediator with everyone who will be involved in mediation, and agree on who will contact that mediator.
- In the form the mediator will receive from the Ministry of Attorney General, enter into an Agreement to Mediate, along with the other participants.

◆ **Mediator's response to the request**

The mediator can refuse to begin a mediation or end the mediation at any time if he or she believes mediation should not continue, including situations where:

- there has been less than full disclosure of relevant information by the participants
- one or more participants is unable to understand the mediation process
- one or more participants is unable to participate effectively in the negotiations
- there is an unequal balance of power between the participants which prevents them from reaching a settlement that meets the needs of the child
- the participants are unable to reach agreement

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Mediation may be used whenever:

- you have concluded under risk decision 4, that a child needs protection
- everyone involved agrees to meet with the mediator
- the child is not in immediate danger

Note that the issue of whether or not a child needs protection is not open to mediation.

Issues that are appropriate for mediation include:

- the services the family will receive and participate in as part of the plan of care
- ensuring the child's safety in the parent's home by making changes in the home environment
- ensuring the child's safety by making arrangements for the child to reside with family and friends
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- one or more participants is unable to participate effectively in the negotiations
- there is an unequal balance of power between the participants which prevents them from reaching a settlement that meets the needs of the child
- the participants are unable to reach agreement

- **The mediator's role**

  Where the mediator agrees to begin a meditation, the mediator:

  - helps the parties determine how to involve the child and obtain the child's views
  - enters into an Agreement to Mediate with the participants in a form approved by the Ministry of Attorney General
  - provides mediation services
  - may adjourn and reconvene a mediation session where appropriate
  - when the parties reach agreement, drafts the Agreement Made In Mediation document, in order to formalize the results of mediation
  - informs the parties of other documents to be completed, such as a written agreement under Part 2 or documents needed for a section 60 consent order
  - encourages the participants to seek independent legal counsel to review the terms of any agreement, or consent order, or order

Adjournments Of Court Proceedings By Consent

CFCSA s. 23

Where the parties to a proceeding agree in writing that:

- mediation may produce agreement about an issue or court order; and
- it is necessary to adjourn the proceeding so that the mediation can proceed

you may ask the court to make a consent order to adjourn the proceedings under section 60 of the Act.

Who Attends The Mediation

The mediator manages the mediation process and decides who, in addition to you, may attend the mediation sessions. The mediator may ask the following individuals to participate in the mediation:

- anyone who is or could have been a party to the court proceeding
- anyone who may be affected by the outcome of the mediation

When it is not in the child's best interests to attend the mediation, the mediator ensures the individuals participating in mediation are aware of and address the need for:

- the views of a child with capacity to be heard before the mediation
- the views of a child with capacity to be represented during the mediation, which may involve selecting someone to attend the mediation in the child's place
- either you or the mediator to discuss the outcome of the mediation with the child and obtain the child's views about the outcome

Payment of Mediators

1. The mediator will submit the invoice for mediation services directly to:

   Dispute Resolution Office
   PO Box 9280, STN PROV GOVT
   Victoria, B.C.
   V8W 9J7
   Attention: Irene Robinson

2. The Dispute Resolution Office will be responsible for certifying that the hours and the invoice amount are correct, and that mediation services were rendered satisfactorily.

IF YOU CHOOSE A TRADITIONAL ALTERNATE DISPUTE RESOLUTION PROCESS

1. Obtain your supervisor's approval for determining whether the traditional process is appropriate.
2. Determine whether the person responsible for conducting the ADR process requires payment. Contact the Child Protection Division for advise on setting an hourly rate.
3. Arrange for service by establishing a Standard Service Contract (OPC4118) and make payment through the Child Protection Code 05221.
4. Receive an invoice.
5. Attach a completed Coding Block (S2094).
6. Send the approved invoice and Coding Block to Financial Management Division.

Appendix 1: Requirements for Serving Notice/Informing

Order sought	Forms	Serve notice/ inform at least:	Parties entitled to notice or to be informed
Order for access to a child (s. 17)	Form 2	no service/informing required	
Protective intervention order (s. 28); may include a (3.1) arrest order; a (3.3) warrant requires a separate application	Form 2	2 days before the hearing	Serve notice on: ☐ the person against whom the order is sought ☐ the child (12 or over) ☐ the person with care of the child Inform, if practicable, and unless it would cause physical or emotional harm to any person or endanger the child's safety: ☐ each parent Or the court may, under s. 69(2), make this order without a party or the person against whom the order is sought having been served
Order to change or cancel a protective intervention order (s. 28(4))	Form 3	2 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the child's parent ☐ the other parties ☐ the person against whom the order is sought
Order for necessary health care (s. 29)	Form 2	2 days before the hearing	Serve notice on: ☐ each parent ☐ the child (if capable of consenting to health care) ☐ any person the court directs
Supervision order without removal (ss. 29.1, 33.1, 33.2)	Form 1 Form F	7 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the person with care of the child Inform, if practicable, and unless it would cause physical or emotional harm to any person or endanger the child's safety: ☐ each parent ☐ the Public Trustee, if the parent is under 19 ☐ the representative of the child's aboriginal community
Interim order following s. 30 removal (s. 35)	Form 1	7 days before the hearing	Inform: ☐ the child (12 or over) ☐ each parent ☐ the Public Trustee, if the parent is under 19 ☐ the representative of the child's aboriginal community
Interim order following removal when an interim supervision order no longer protects or is breached (s. 36)	Form 1	Time not specified	Inform, if practicable, and unless it would cause physical or emotional harm to any person or endanger the child's safety: ☐ the child (12 or over) ☐ each parent ☐ any person made a party under section 39(4) ☐ the Public Trustee, if the parent is under 19 ☐ the representative of the child's aboriginal community

Order following a protection hearing (s. 41) • temporary custody order • supervision order • order for child in custody of another person under the supervision of the director • continuing custody order	Form 2 Plan of care	10 days before hearing	Serve notice on: ☐ the child (12 or over) ☐ each parent ☐ the representative of the child's aboriginal community ☐ any party to the proceeding in which the court made the order about the child ☐ any person the court directs
Interim order following removal when a supervision order no longer protects or is breached (s. 42.1)	Form 1	Time not specified	Inform: ☐ the parent or other person who, at the time of the removal, had custody of the child under supervision ☐ the child (12 and over) ☐ any person made a party under s. 39(4) And inform, if practicable, and unless it would cause physical or emotional harm to any person or endanger the child's safety: ☐ each parent ☐ the Public Trustee, if the parent is under 19 ☐ the representative of the child's aboriginal community
Order following removal when a supervision order no longer protects or is breached (s. 42.2)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ those entitled to notice under s. 39 or s. 49 ☐ unless already served, the parent or other person who at the time of removal had custody of the child
Extension of supervision and temporary custody orders (s. 44)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the Public Trustee (if guardian of the child's estate) ☐ those entitled to notice under s. 39
Supervision order after a temporary custody order ends (s. 46)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ those entitled to notice under s. 39 ☐ any person who has custody of the child under a temporary custody order ☐ any party to the proceeding in which the court made the temporary custody order
Continuing custody order (s. 49)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ each parent ☐ if the child is registered or entitled to be registered as a member of the band, the designated representative of the band ☐ if the child is not registered or entitled to be registered, but is aboriginal, the designated representative of the aboriginal community ☐ the Public Trustee (if appointed guardian of the child's estate under s. 58) ☐ any person who has been made a party under s. 39(4) ☐ any person who has custody under s. 41(1)(b) or s. 42.2(4)(c)

Permission to apply to cancel a continuing custody order (s. 54)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the Public Trustee ☐ any party to the continuing custody hearing
Order to cancel a continuing custody order (s. 54)	Form 3	2 days before the hearing	Serve notice on: ☐ the child ☐ the Public Trustee ☐ any party to the continuing custody hearing ☐ the director
Access to a child in interim or temporary custody of director or other person (s. 55)	Form 2	10 days before the hearing	Serve notice on: ☐ the child ☐ the director If application is made before the protection hearing, also serve notice on: ☐ each parent ☐ the representative of the child's aboriginal community If application is made after the protection hearing also serve notice on: ☐ anyone entitled to notice under s. 39
Access to a child in continuing care (s. 56)	Form 2	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the director ☐ the parties to the proceedings in which the continuing custody order was made
Order to change a supervision order (other than an interim supervision order), a temporary custody order or an access order (s. 57)	Form 3	10 days before the hearing	Serve notice on: ☐ the child (12 or over) ☐ the director ☐ the Public Trustee (if the order to be changed is a temporary custody order and there is a s. 58 order) If application is for an access order and is made before the protection hearing, also serve notice on: ☐ each parent ☐ the representative of the child's aboriginal community If application is for a supervision order other than an interim order, a temporary custody order, or an access order made after a protection hearing, also serve notice on: ☐ anyone entitled to notice under s. 39 or 49
Order appointing the Public Trustee as guardian of the child's estate (s. 58)	Form 2	10 days before the hearing	Serve notice on: ☐ the Public Trustee ☐ the child (12 or over) ☐ anyone entitled to notice under s. 39
Order authorizing a psychiatric, medical or other exam of a child or a child's parent (s. 59)	Form 2	2 days before the hearing	For examination of the parent, serve notice on: ☐ the parent For examination of the child, serve notice on: ☐ the child (12 or over) ☐ the parent entitled to custody at time of removal
Order by consent (s. 60)	Form 12		See page 35

Order for access to records (s. 65)	Form 2	2 days before the hearing	Serve notice on: ☐ the party against whom the order is sought ☐ the parent
Order to shorten a notice requirement or dispense with service (s. 69)	Form 2	2 days before the hearing	Serve notice on: ☐ person against whom the order is sought (order to shorten notice only) ☐ other parties
Maintenance order (s. 97)	Form 2	10 days before the hearing	Serve notice on: ☐ the parent against whom the order is ought
Restraining order (s. 98); (4.1) may be included; (4.3) requires a separate application	Form 2	2 days before hearing	Serve notice on: ☐ the person against whom the order is sought
Order to change or cancel a protective intervention order (s. 98(6.1))	Form 3	2 days before the hearing	Serve notice on: ☐ the other parties ☐ the person against whom the order is sought Or the court may, under s. 69(2), make this order without a party or the person against whom the order is sought having been served
Permission to use another service method (Rule 6(10))	Form 2	no service/informing required	

Appendix 2: Possible terms and conditions of a supervision order

The following are examples of terms and conditions that have been attached to supervision orders made in BC and other jurisdictions which are not specifically included in s. 42(1).

Change of address

- parent(s) to inform the director of any change of address
- parent(s) not to change address without permission of the director

Residence

- parent(s) to arrange suitable accommodation in a reasonable time
- parent(s) to remain at a particular residence
- parent(s) and child to reside with a designated person
- parent(s) to ensure the designated person's residence is adequately equipped for a child
- the designated person must still be willing and able to provide their residence
- parent(s) not to reside with a particular person or persons
- parent(s) not to reside with any third persons without prior permission of the director

Required visits

- parent(s) to allow community health nurse to visit
- parent(s) to ensure no third person(s) are present during scheduled visits of the director or other designated professionals

Health

- parent(s) to ensure child is given periodic medical check-ups
- doctor to send medical reports to mother and the director
- parent(s) to provide consent forms to allow the director full access to medical, psychiatric, or school records
- parent(s) to ensure the recommendation of the child's physician regarding medication, treatment, follow up are adhered to

Education

- parent(s) to ensure they are kept continually informed about child's education
- parent(s) to attend parent/teacher meetings regularly
- parent(s) to ensure child is enrolled in and attending school on a regular basis
- parent(s) to ensure child has transportation to and from school
- parent(s) to show child's report cards to the director

Children

- parent(s) must not leave child alone overnight
- if parent(s) does leave, must ensure child is in care of an adult
- before parent(s) leaves child in care of another adult, must have permission of the director
- parent(s) must have permission of the director before leaving child overnight with another adult
- parent(s) not to take child with them for overnight visit
- child to remain in home and not be taken on excursions to public places
- child not to be left alone with particular person(s)
- child not to be left in charge of younger siblings
- child to attend day care
- child to attend required assessment, treatment, counselling program

Parents

- parent(s) must abstain from the use, possession, and consumption of alcohol
- parent(s) must abstain from use, possession, and consumption of non-medically prescribed drugs or narcotics
- parent(s) must abstain from smoking in the confines of apartment
- parent(s) to ensure they have no contact with particular person(s)
- parent(s) to have no contact with each other except for access arrangements
- parent(s) to agree to assessment, treatment, counselling, parent education programs, homemaker services

Access

- parent(s) granted specific access times with child
- parent(s) to ensure particular persons are present during visits
- parent(s) to ensure particular persons are not present during visits

Appendix 3: Sample out-of-province service of notice letter

TO: _____

DISTRICT OFFICE STAMP ONLY

RE: Request to serve notice of hearing on: _____

Please find enclosed the:

- ☐ Application For An Order (Form 2)
- ☐ Application to Change Or Cancel An Order (Form 3)
- ☐ Plan of Care

which must be personally served on the person named above before _____

Also enclosed is the Certificate of Service (Form 9) which must be completed and returned to me prior to the hearing on _____

To complete the Certificate of Service, please:

- identify the person who served the notice of hearing;
- identify the person who was served, the address he or she was served at and the date service occurred;
- list the documents served and mark each document as an exhibit to the Certificate of Service;
- place an "X" in the space indicating that each document was left with him or her "personally";
- ensure the person who served the notice of hearing signs and dates the Certificate of Service in the space provided at the bottom of the form.

Please return the documents:

- ☐ by regular mail
- ☐ first by facsimile transmission and then the originals by regular mail
- ☐ other: _____

Thank you for your assistance

_____

Social worker

Appendix 4: Sample letter: Application for an order by consent

Date

Name and address of person whose consent is required under section 60

To Whom It May Concern:

Re: Application for an Order by Consent under the *Child, Family and Community Service Act*

I, the director delegated under the *Child, Family and Community Service Act* (the social worker) am seeking an order by consent under the *Child, Family and Community Service Act*. Your consent is required for the court to make this order. Please see the attached Application for a Consent Order (Form 12).

Since I have been unable to obtain your written consent to the order sought, you are being served with notice of the application for the consent order. By law, you have 10 days to file the attached Objection to a Consent Order (Form 13) with the court registry named on the Objection form. Or, if you wish to consent to the order, please be advised that you may first consult with a lawyer about whether to consent. If you decide to consent to the order, complete the attached Written Consent (Form 11) and file it with the court registry within 10 days of receiving this notice.

If your objection or consent is not filed with the court registry within 10 days of being served with this notice, I will ask the court to dispense with your consent. Please contact me at _____ if you have any questions or concerns.

Yours truly,

Director delegated under *Child, Family and Community Service Act*

Enclosures

M121

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Appendix 5: Schedules 1 and 2

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Adams Lake Indian Band	Adams Lake Indian Band	Band Social Worker
Ahousaht First Nation	Ahousaht First Nation	Band Manager or Family Unit Worker
Aitchelitz First Nation	Aitchelitz First Nation	Band Manager, Social Development Officer or Equivalent
Alexandria Indian Band	Alexandria Indian Band	Band Manager, Social Development Officer or Equivalent
Alexis Creek Band	Alexis Creek Band	Band Social Worker
Ashcroft Indian Band	Ashcroft Indian Band	Band Manager, Social Development Officer or Equivalent
Beecher Bay Band	Beecher Bay Band	Band Chief or Band Social Worker
Blueberry River First Nations	Blueberry River First Nations	Band Manager, Social Development Officer or Equivalent
Bonaparte Indian Band	Bonaparte Indian Band	Band Social Worker
Boothroyd Indian Band	Boothroyd Indian Band	Band Manager, Social Development Officer or Equivalent
Boston Bar First Nation	Boston Bar First Nation	Band Manager, Social Development Officer or Equivalent
Bridge River Indian Band	Bridge River Indian Band	Band Manager, Social Development Officer or Equivalent
Burns Lake Indian Band	Burns Lake Indian Band	Band Manager, Social Development Officer or Equivalent
Burrard Band	Burrard Band	Social Development Worker
Campbell River Indian Band	Campbell River Indian Band	Band Manager, Social Development Officer or Equivalent
Canim Lake Indian Band	Canim Lake Indian Band	Band Social Worker
Canoe Creek Indian Band	Canoe Creek Indian Band	Band Manager, Social Development Officer or Equivalent
Cape Mudge Indian Band	Cape Mudge Indian Band	Band Manager, Social Development Officer or Equivalent
Cayoose Creek Indian Band	Cayoose Creek Indian Band	Band Social Worker
Chawathil Band	Chawathil Band	Band Social Development Worker
Cheam First Nations	Cheam Band	Band Manager, Social Development Officer or Equivalent
Chehalis Indian Band	Chehalis Indian Band	Band Family Support Worker
Chemainus First Nation	Chemainus First Nation	Band Social Worker
Cheslatta Carrier Nation	Cheslatta Carrier Nation	Band Social Worker
Coldwater Indian Band	Coldwater Indian Band	Coldwater Indian Band Social Services Coordinator
Columbia Lake Band	Columbia Lake Band	Band Manager, Social Development Officer or Equivalent

Appendix 5: Schedules 1 and 2

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Adams Lake Indian Band	Adams Lake Indian Band	Band Social Worker
Ahousaht First Nation	Ahousaht First Nation	Band Manager or Family Care Worker
Aitchelitz First Nation	Aitchelitz First Nation	Band Manager, Social Development Officer or Equivalent
Alexandria Indian Band	Alexandria Indian Band	Band Manager, Social Development Officer or Equivalent
Alexis Creek Band	Alexis Creek Band	Band Social Worker
Ashcroft Indian Band	Ashcroft Indian Band	Band Manager, Social Development Officer or Equivalent
Beecher Bay Band	Beecher Bay Band	Band Chief or Band Social Worker
Blueberry River First Nations	Blueberry River First Nations	Band Manager, Social Development Officer or Equivalent
Bonaparte Indian Band	Bonaparte Indian Band	Band Social Worker
Boothroyd Indian Band	Boothroyd Indian Band	Band Manager, Social Development Officer or Equivalent
Boston Bar First Nation	Boston Bar First Nation	Band Manager, Social Development Officer or Equivalent
Bridge River Indian Band	Bridge River Indian Band	Band Manager, Social Development Officer or Equivalent
Burns Lake Indian Band	Burns Lake Indian Band	Band Manager, Social Development Officer or Equivalent
Burrard Band	Burrard Band	Social Development Director
Campbell River Indian Band	Campbell River Indian Band	Band Manager, Social Development Officer or Equivalent
Canim Lake Indian Band	Canim Lake Indian Band	Band Social Worker
Canoe Creek Indian Band	Canoe Creek Indian Band	Band Manager, Social Development Officer or Equivalent
Cape Mudge Indian Band	Cape Mudge Indian Band	Band Manager, Social Development Officer or Equivalent
Cayoose Creek Indian Band	Cayoose Creek Indian Band	Band Social Worker
Chawathil Band	Chawathil Band	Band Social Development Worker
Cheam First Nations	Cheam Band	Band Manager, Social Development Officer or Equivalent
Chehalis Indian Band	Chehalis Indian Band	Band Family Support Worker
Chemainus First Nation	Chemainus First Nation	Band Social Worker
Cheslatta Carrier Nation	Cheslatta Carrier Nation	Band Social Worker
Coldwater Indian Band	Coldwater Indian Band	Coldwater Indian Band Social Services Coordinator
Columbia Lake Band	Columbia Lake Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Comox Indian Band	Comox Indian Band	Band Manager, Social Development Officer or Equivalent
Cook's Ferry Band	Cook's Ferry Band	Band Social Development Coordinator or Band Manager
Cowichan Tribes	Cowichan Tribes	Cowichan Tribes Administrator
Da'naxda'xw First Nation (aka Tanakteuk Indian Band)	Da'naxda'xw First Nation	Band Manager, Social Development Officer or Equivalent
Ditidaht Indian Band	Ditidaht Indian Band	Band Social Development Worker or Family Care Worker
Doig River Indian Band	Doig River Indian Band	Band Social Worker
Douglas Indian Band	Douglas Indian Band	Band Manager, Social Development Officer or Equivalent
Ehattesaht Indian Band	Ehattesaht Indian Band	Band Manager
Esketemc Indian Band (aka Alkali Lake Indian Band)	Esketemc Indian Band	Band Manager, Social Development Officer or Equivalent
Esquimalt Indian Band	Esquimalt Indian Band	Band Manager, Social Development Officer or Equivalent
Fort Nelson First Nation	Fort Nelson First Nation	Band Manager, Social Development Officer or Equivalent
Fountain Indian Band (aka Xaxli'p Nation)	Fountain Indian Band	Social Development Administrator
Gingolx First Nation (aka Kincolith Band)	Gingolx First Nation	Band Manager, Social Development Officer or Equivalent
Gitanmaax Band	Gitanmaax Band	Band Manager, Social Development Officer or Equivalent
Gitanyow Indian Band	Gitanyow Indian Band	Band Manager, Social Development Officer or Equivalent
Gitlakdamix Band	Gitlakdamix Band	Band Manager, Social Development Officer or Equivalent
Gitsegukla Indian Band	Gitsegukla Indian Band	Band Manager, Social Development Officer or Equivalent
Gitwangak Indian Band	Gitwangak Indian Band	Band Manager, Social Development Officer or Equivalent
Gitwinksihlkw Village Government	Gitwinksihlkw Village Government	Band Manager, Social Development Officer or Equivalent
Glen Vowell Band	Glen Vowell Band	Band Social Development Officer
Gwa'sala-Nakwaxda'xw Indian Band	Gwa'sala-Nakwaxda'xw Indian Band	Band Social Worker
Gwawaenuk Tribe(aka Kwa-Wa-Aineuk Indian Band)	Gwawaenuk Tribe	Band Manager, Social Development Officer or Equivalent
Hagwilget Village	Hagwilget Village	Band Social Worker
Halalt First Nation	Halalt Indian Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Halfway River First Nation	Halfway River First Nation	Band Manager, Social Development Officer or Equivalent
Hartley Bay Indian Band	Hartley Bay Indian Band	Band Manager, Social Development Officer or Equivalent
Heiltsuk Nation	Heiltsuk Nation	Band Social Worker or Executive Director
Hesquiaht Band	Hesquiaht Band	Band Manager, Social Development Officer or Equivalent
High Bar Indian Band	High Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Homalco Indian Band	Homalco Indian Band	Band Social Worker
Hupaɑasath First Nation (aka Opetchesaht First Nation)	Hupaɑasath First Nation	Band Office Manager
Huu-ay-aht First Nations (aka Ohiaht)	Huu-ay-aht First Nations	Tribal Administrator or Community Development Worker
Iskut Indian Band	Iskut Indian Band	Band Manager, Social Development Officer or Equivalent
Ka:'yu:'k't'h'/Che:k:tles7-et'h' First Nation (aka Kyuquot Indian Band)	Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nation	Band Manager, Social Development Officer or Equivalent
Kamloops Indian Band	Kamloops Indian Band	Band Social Worker
Kanaka Bar Indian Band	Kanaka Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Katzie First Nation	Katzie First Nation	Band Social Development Worker
Kispiox Band	Kispiox Band	Band Social Worker
Kitamaat Village Council	Kitamaat Village Council	Band Social Development Administrator
Kitasoo Indian Band	Kitasoo Indian Band	Band Social Development Worker
Kitkatla Indian Band	Kitkatla Indian Band	Band Manager, Social Development Officer or Equivalent
Kitselas Indian Band	Kitselas Indian Band	Band Social Development Officer
Kitsumkalum Band	Kitsumkalum Band	Band Social Worker
Klahoose First Nation	Klahoose First Nation	Band Social Development Worker
Kluskus Indian Band	Kluskus Indian Band	Band Manager, Social Development Officer or Equivalent
Kwadacha Indian Band (aka Fort Ware Indian Band)	Kwadacha Indian Band	Band Manager, Social Development Officer or Equivalent
Kwakiutl Indian Band	Kwakiutl Indian Band	Band Manager, Social Development Officer or Equivalent
Kwantlen First Nation	Kwantlen First Nation	Band Manager, Social Development Officer or Equivalent
Kwaw-Kwaw-Apilt Band	Kwaw-Kwaw-Apilt Band	Band Manager, Social Development Officer or Equivalent
Kwayhquitlum First Nation (aka Coquitlam Indian Band)	Kwayhquitlum First Nation	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Comox Indian Band	Comox Indian Band	Band Manager, Social Development Officer or Equivalent
Cook's Ferry Band	Cook's Ferry Band	Band Social Development Coordinator or Band Manager
Cowichan Tribes	Cowichan Tribes	Cowichan Tribes Administrator
Da'naxda'xw First Nation (aka Tanakteuk Indian Band)	Da'naxda'xw First Nation	Band Manager, Social Development Officer or Equivalent
Ditidaht Indian Band	Ditidaht Indian Band	Band Social Development Worker or Family Care Worker
Doig River Indian Band	Doig River Indian Band	Band Social Worker
Douglas Indian Band	Douglas Indian Band	Band Manager, Social Development Officer or Equivalent
Ehattesaht Indian Band	Ehattesaht Indian Band	Band Manager
Esketemc Indian Band (aka Alkali Lake Indian Band)	Esketemc Indian Band	Band Manager, Social Development Officer or Equivalent
Esquimalt Indian Band	Esquimalt Indian Band	Band Manager, Social Development Officer or Equivalent
Fort Nelson First Nation	Fort Nelson First Nation	Band Manager, Social Development Officer or Equivalent
Fountain Indian Band (aka Xaxli'p Nation)	Fountain Indian Band	Social Development Administrator
Gingolx First Nation (aka Kincolith Band)	Gingolx First Nation	Band Manager, Social Development Officer or Equivalent
Gitanmaax Band	Gitanmaax Band	Band Manager, Social Development Officer or Equivalent
Gitanyow Indian Band	Gitanyow Indian Band	Band Manager, Social Development Officer or Equivalent
Gitlakdamix Band	Gitlakdamix Band	Band Manager, Social Development Officer or Equivalent
Gitsegukla Indian Band	Gitsegukla Indian Band	Band Manager, Social Development Officer or Equivalent
Gitwangak Indian Band	Gitwangak Indian Band	Band Manager, Social Development Officer or Equivalent
Gitwinksihlkw Village Government	Gitwinksihlkw Village Government	Band Manager, Social Development Officer or Equivalent
Glen Vowell Band	Glen Vowell Band	Band Social Development Officer
Gwa'sala-Nakwaxda'xw Indian Band	Gwa'sala-Nakwaxda'xw Indian Band	Band Social Worker
Gwawaenuk Tribe(aka Kwa-Wa-Aineuk Indian Band)	Gwawaenuk Tribe	Band Manager, Social Development Officer or Equivalent
Hagwilget Village	Hagwilget Village	Band Social Worker
Halalt First Nation	Halalt Indian Band	Band Manager, Social Development Officer or Equivalent

Column 1 **Band Name**	Column 2 **Aboriginal Organization** Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 **Designated Representative** Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Halfway River First Nation	Halfway River First Nation	Band Manager, Social Development Officer or Equivalent
Hartley Bay Indian Band	Hartley Bay Indian Band	Band Manager, Social Development Officer or Equivalent
Heiltsuk Nation	Heiltsuk Nation	Band Social Worker or Executive Director
Hesquiaht Band	Hesquiaht Band	Band Manager, Social Development Officer or Equivalent
High Bar Indian Band	High Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Homalco Indian Band	Homalco Indian Band	Band Social Worker
Hupacasath First Nation (aka Opetchesaht First Nation)	Hupacasath First Nation	Band Office Manager
Huu-ay-aht First Nations (aka Ohiaht)	Huu-ay-aht First Nations	Tribal Administrator or Community Development Worker
Iskut Indian Band	Iskut Indian Band	Band Manager, Social Development Officer or Equivalent
Ka:'yu:'k't'h'/Che:k:tles7-et'h' First Nation (aka Kyuquot Indian Band)	Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nation	Band Manager, Social Development Officer or Equivalent
Kamloops Indian Band	Kamloops Indian Band	Band Social Worker
Kanaka Bar Indian Band	Kanaka Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Katzie First Nation	Katzie First Nation	Band Social Development Worker
Kispiox Band	Kispiox Band	Band Social Worker
Kitamaat Village Council	Kitamaat Village Council	Band Social Development Administrator
Kitasoo Indian Band	Kitasoo Indian Band	Band Social Development Worker
Kitkatla Indian Band	Kitkatla Indian Band	Band Manager, Social Development Officer or Equivalent
Kitselas Indian Band	Kitselas Indian Band	Band Social Development Officer
Kitsumkalum Band	Kitsumkalum Band	Band Social Worker
Klahoose First Nation	Klahoose First Nation	Band Social Development Worker
Kluskus Indian Band	Kluskus Indian Band	Band Manager, Social Development Officer or Equivalent
Kwadacha Indian Band (aka Fort Ware Indian Band)	Kwadacha Indian Band	Band Manager, Social Development Officer or Equivalent
Kwakiutl Indian Band	Kwakiutl Indian Band	Band Manager, Social Development Officer or Equivalent
Kwanlin First Nation	Kwanlin First Nation	Band Manager, Social Development Officer or Equivalent
Kwaw-Kwaw-Apilt Band	Kwaw-Kwaw-Apilt Band	Band Manager, Social Development Officer or Equivalent
Kwaylquitlum First Nation (aka Coquitlam Indian Band)	Kwaylquitlum First Nation	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Kwiakah Indian Band	Kwiakah Indian Band	Band Manager, Social Development Officer or Equivalent
[redacted]	[redacted]	[redacted]
Lakahahmen First Nation	Lakahahmen First Nation	Band Manager, Social Development Officer or Equivalent
[redacted]	[redacted]	[redacted]
Lake Babine Nation	Lake Babine Nation	Lake Babine Nation Chief
[redacted]	[redacted]	[redacted]
Lax-Kw'alaams Indian Band	Lax-Kw'alaams Indian Band	Band Administrator
[redacted]	[redacted]	[redacted]
Little Shuswap Lake Indian Band	Little Shuswap Lake Indian Band	Band Social Worker
[redacted]	[redacted]	[redacted]
Lower Nicola Indian Band	Lower Nicola Indian Band	Director of Family and Community Services or the Band Administrator
[redacted]	[redacted]	[redacted]
Lyackson First Nation	Lyackson First Nation	Band Manager, Social Development Officer or Equivalent
[redacted]	[redacted]	[redacted]
Malahat First Nation	Malahat First Nation	Band Manager, Social Development Officer or Equivalent
[redacted]	[redacted]	[redacted]
Matsqui First Nation	Matsqui First Nation	Xyolhemeylh Portfolio Holder
[redacted]	[redacted]	[redacted]
Metlakatla Indian Band	Metlakatla Indian Band	Band Social Worker
[redacted]	[redacted]	[redacted]
Mount Currie Indian Band	Mount Currie Indian Band	Band Social Development Manager
[redacted]	[redacted]	[redacted]
Musqueam Indian Band	Musqueam Indian Band	Band Manager, Social Development Officer or Equivalent
[redacted]	[redacted]	[redacted]

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Nadleh Whut'en Indian Band	Nadleh Whut'en Indian Band	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
'Namgis First Nation	'Namgis First Nation	Band Director of Social Services or Coordinator of Child and Family Services
[illegible]	[illegible]	[illegible]
Nazko Band	Nazko Band	Band Counsellor
[illegible]	[illegible]	[illegible]
Neskonlith Band	Neskonlith Band	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
Nicomen Indian Band	Nicomen Indian Band	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
North Thompson Indian Band	North Thompson Indian Band	Band Social Worker or Band Manager
[illegible]	[illegible]	[illegible]
Nuxalk Nation	Nuxalk Nation	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
Old Massett Village Council	Old Massett Village Council	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
Osoyoos Indian Band	Osoyoos Indian Band	Band Social Services Manager
[illegible]	[illegible]	[illegible]
Pacheedaht First Nation	Pacheedaht First Nation	Band Manager, Social Development Officer or Equivalent
[illegible]	[illegible]	[illegible]
Pavilion Indian Band	Pavilion Indian Band	Band Social Development Worker
[illegible]	[illegible]	[illegible]
Penticton Indian Band	Penticton Indian Band	Band Manager or Band Social Worker
[illegible]	[illegible]	[illegible]
Popkum Band	Popkum Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Kwiakah Indian Band	Kwiakah Indian Band	Band Manager, Social Development Officer or Equivalent
Kwicksutaineuk-Ah-Kwaw-Ah-Mish Band	Kwicksutaineuk-Ah-Kwaw-Ah-Mish Band	Band Manager, Social Development Officer or Equivalent
Lakahahmen First Nation	Lakahahmen First Nation	Band Manager, Social Development Officer or Equivalent
Lakalzap Indian Band (aka Laxqalts'ap Band Council)	Lakalzap Indian Band	Band Manager, Social Development Officer or Equivalent
Lake Babine Nation	Lake Babine Nation	Lake Babine Nation Chief
Lake Cowichan First Nation	Lake Cowichan First Nation	Band Manager, Social Development Officer or Equivalent
Lax-Kw'alaams Indian Band	Lax-Kw'alaams Indian Band	Band Administrator
Lheidli T'enneh Indian Band (aka Lheit-Lit'en Nation)	Lheidli T'enneh Indian Band	Band Social Development Administrator
Little Shuswap Lake Indian Band	Little Shuswap Lake Indian Band	Band Social Worker
Lower Kootenay Band	Lower Kootenay Band	Band Manager, Social Development Officer or Equivalent
Lower Nicola Indian Band	Lower Nicola Indian Band	Director of Family and Community Services or the Band Administrator
Lower Similkameen Indian Band	Lower Similkameen Indian Band	Band Social Worker
Lyackson First Nation	Lyackson First Nation	Band Manager, Social Development Officer or Equivalent
Lytton First Nation	Lytton First Nation	Band Manager, Social Development Officer or Equivalent
Malahat First Nation	Malahat First Nation	Band Manager, Social Development Officer or Equivalent
Mamalilikulla Indian Band (aka Mamaleleqala Qwe'Qwa'Sot'Enox Band)	Mamalilikulla Indian Band	Band Manager, Social Development Officer or Equivalent
Matsqui First Nation	Matsqui First Nation	Xyolhemeylh Portfolio Holder
McLeod Lake Band	McLeod Lake Band	Band Manager, Social Development Officer or Equivalent
Metlakatla Indian Band	Metlakatla Indian Band	Band Social Worker
Moricetown Band	Moricetown Band	Band Manager, Social Development Officer or Equivalent
Mount Currie Indian Band	Mount Currie Indian Band	Band Social Development Manager
Mowachaht/Muchalaht Band	Mowachaht/Muchalaht Band	Band Manager, Social Development Officer or Equivalent
Musqueam Indian Band	Musqueam Indian Band	Band Manager, Social Development Officer or Equivalent
N'Quatqua Indian Band (aka Anderson Lake Indian Band)	N'Quatqua Indian Band	Band Social Worker

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Nadleh Whut'en Indian Band	Nadleh Whut'en Indian Band	Band Manager, Social Development Officer or Equivalent
Nak'azdli Band	Nak'azdli Band	Band Social Development Director, Family Care Worker or Senior Manager
'Namgis First Nation	'Namgis First Nation	Band Director of Social Services or Coordinator of Child and Family Services
Nanoose First Nation	Nanoose First Nation	Band Manager, Social Development Officer or Equivalent
Nazko Band	Nazko Band	Band Counsellor
Nee-Tahi-Buhn Band	Nee-Tahi-Buhn Band	Band Manager, Social Development Officer or Equivalent
Neskonlith Band	Neskonlith Band	Band Manager, Social Development Officer or Equivalent
New Westminster First Nation	New Westminster First Nation	Band Manager, Social Development Officer or Equivalent
Nicomen Indian Band	Nicomen Indian Band	Band Manager, Social Development Officer or Equivalent
Nooaitch First Nation	Nooaitch First Nation	Band Social Development Coordinator
North Thompson Indian Band	North Thompson Indian Band	Band Social Worker or Band Manager
Nuchatlaht Tribes	Nuchatlaht Tribes	Band Manager, Social Development Officer or Equivalent
Nuxalk Nation	Nuxalk Nation	Band Manager, Social Development Officer or Equivalent
Okanagan Band	Okanagan Band	Band Social Services Supervisor
Old Massett Village Council	Old Massett Village Council	Band Manager, Social Development Officer or Equivalent
Oregon Jack Creek Indian Band	Oregon Jack Creek Indian Band	Band Manager, Social Development Officer or Equivalent
Osoyoos Indian Band	Osoyoos Indian Band	Band Social Services Manager
Oweekeno Nation	Oweekeno Nation	Band Manager, Social Development Officer or Equivalent
Pacheedaht First Nation	Pacheedaht First Nation	Band Manager, Social Development Officer or Equivalent
Pauquachin Indian Band	Pauquachin Indian Band	Band Manager, Social Development Officer or Equivalent
Pavilion Indian Band	Pavilion Indian Band	Band Social Development Worker
Penelakut Indian Band	Penelakut Indian Band	Band Manager, Social Development Officer or Equivalent
Penticton Indian Band	Penticton Indian Band	Band Manager or Band Social Worker
Peters First Nation	Peters First Nation	Band Manager, Social Development Officer or Equivalent
Popkum Band	Popkum Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Prophet River Band (Dene Tsaa Tse K'nai First Nation)	Prophet River Band	Band Manager, Social Development Officer or Equivalent
Qualicum First Nation	Qualicum First Nation	Band Manager, Social Development Officer or Equivalent
Quatsino Indian Band	Quatsino Indian Band	Band Social Worker
Red Bluff Indian Band	Red Bluff Indian Band	Band Manager, Social Development Officer or Equivalent
Saik'uz First Nation (aka Stoney Creek Indian Band)	Saik'uz First Nation	Band Family Care Worker
Samahquam Indian Band	Samahquam Indian Band	Band Manager, Social Development Officer or Equivalent
Saulteau First Nations	Saulteau First Nations	Band Manager, Social Development Officer or Equivalent
Scowlitz First Nation	Scowlitz First Nation	Band Manager, Social Development Officer or Equivalent
Seabird Island Band	Seabird Island Band	Band Manager or Community Health Representative
Sechelt Indian Band	Sechelt Indian Band	Band Chief or Councillor
Semiahmoo First Nation	Semiahmoo First Nation	Band Manager, Social Development Officer or Equivalent
Seton Lake Band	Seton Lake Band	Band Social Development Worker
Shackan Band	Shackan Band	Band Social Development Coordinator
Shuswap Indian Band	Shuswap Indian Band	Band Manager, Social Development Officer or Equivalent
Shxw'ow'hamel First Nation (aka Chawil Band)	Shxw'ow'hamel First Nation	Band Manager, Social Development Officer or Equivalent
Siska Indian Band	Siska Indian Band	Band Manager or Band Social Worker
Skawahlook First Nation	Skawahlook First Nation	Band Manager, Social Development Officer or Equivalent
Skeetchestn Indian Band	Skeetchestn Indian Band	Band Social Worker
Skidegate Band	Skidegate Band	Band Social Worker
Skookumchuck Indian Band	Skookumchuck Indian Band	Band Manager, Social Development Officer or Equivalent
Skowkale First Nation	Skowkale First Nation	Band Chief
Skuppah Band	Skuppah Band	Band Manager, Social Development Officer or Equivalent
Skwah First Nation	Skwah First Nation	Child and Family Services Portfolio Band Councillor
Skway First Nation	Skway First Nation	Band Manager, Social Development Officer or Equivalent
Slammon First Nation	Slammon First Nation	Band Social Worker

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Snuneymuxw First Nation (aka Nanaimo First Nation)	Snuneymuxw First Nation	Band Manager, Social Development Officer or Equivalent
Soda Creek Indian Band	Soda Creek Indian Band	Band Manager, Social Development Officer or Equivalent
Songhees First Nation	Songhees First Nation	Band Social Worker
Soowahlie Indian Band	Soowahlie Indian Band	Band Councillor
Spallumcheen Band	Spallumcheen Band	Band Manager, Social Development Officer or Equivalent
Spuzzum Indian Band	Spuzzum Indian Band	Band Manager
Squamish Nation	Squamish Nation	Band Manager, Social Development Officer or Equivalent
Squiala First Nation	Squiala First Nation	Band Chief
St. Mary's Indian Band	St. Mary's Indian Band	Band Manager, Social Development Officer or Equivalent
Stella'ten First Nation	Stella'ten First Nation	Band Manager, Social Development Officer or Equivalent
Stone Indian Band	Stone Indian Band	Band Manager, Social Development Officer or Equivalent
Sumas First Nation	Sumas First Nation	Band Community Development Coordinator or Education Coordinator
T'Sou-ke First Nation	T'Sou-ke First Nation	Band Manager, Social Development Officer or Equivalent
T'it'kit Indian Band (aka Lillooet Indian Band)	T'it'kit Indian Band	Band Social Worker
Tahltan Indian Band	Tahltan Indian Band	Band Manager, Social Development Officer or Equivalent
Takla Lake First Nation	Takla Lake First Nation	Band Family Care Worker
Taku River Tlingit First Nation	Taku River Tlingit First Nation	Social Program Manager
Tl'azt'en Nation	Tl'azt'en Nation	Band Family Care Worker
Tl'etinqox-T'in Government Office (aka Anaham Indian Band)	Tl'etinqox-T'in Government Office	Band Child Care Worker
Tla-o-qui-aht First Nations	Tla-o-qui-aht First Nations	Band Family Care Worker or Social Development Worker
Tlatlasikwala Band	Tlatlasikwala Band	Band Manager, Social Development Officer or Equivalent
Tlowitsis Tribe (Tlowitsis - Mumtagella)	Tlowitsis Tribe	Band Manager, Social Development Officer or Equivalent
Tobacco Plains Band	Tobacco Plains Band	Band Manager, Social Development Officer or Equivalent
Toosey Indian Band	Toosey Indian Band	Band Social Worker
Toquaht Band	Toquaht Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Prophet River Band (Dene Tsaa Tse K'nai First Nation)	Prophet River Band	Band Manager, Social Development Officer or Equivalent
Qualicum First Nation	Qualicum First Nation	Band Manager, Social Development Officer or Equivalent
Quatsino Indian Band	Quatsino Indian Band	Band Social Worker
Red Bluff Indian Band	Red Bluff Indian Band	Band Manager, Social Development Officer or Equivalent
Saik'uz First Nation (aka Stoney Creek Indian Band)	Saik'uz First Nation	Band Family Care Worker
Samahquam Indian Band	Samahquam Indian Band	Band Manager, Social Development Officer or Equivalent
Saulteau First Nations	Saulteau First Nations	Band Manager, Social Development Officer or Equivalent
Scowlitz First Nation	Scowlitz First Nation	Band Manager, Social Development Officer or Equivalent
Seabird Island Band	Seabird Island Band	Band Manager or Community Health Representative
Sechelt Indian Band	Sechelt Indian Band	Band Chief or Councillor
Semiahmoo First Nation	Semiahmoo First Nation	Band Manager, Social Development Officer or Equivalent
Seton Lake Band	Seton Lake Band	Band Social Development Worker
Shackan Band	Shackan Band	Band Social Development Coordinator
Shuswap Indian Band	Shuswap Indian Band	Band Manager, Social Development Officer or Equivalent
Shxw'ow'hamel First Nation (aka Ohamil Band)	Shxw'ow'hamel First Nation	Band Manager, Social Development Officer or Equivalent
Siska Indian Band	Siska Indian Band	Band Manager or Band Social Worker
Skawahlook First Nation	Skawahlook First Nation	Band Manager, Social Development Officer or Equivalent
Skeetchestn Indian Band	Skeetchestn Indian Band	Band Social Worker
Skidegate Band	Skidegate Band	Band Social Worker
Skookumchuck Indian Band	Skookumchuck Indian Band	Band Manager, Social Development Officer or Equivalent
Skowkale First Nation	Skowkale First Nation	Band Chief
Skuppah Band	Skuppah Band	Band Manager, Social Development Officer or Equivalent
Skwah First Nation	Skwah First Nation	Child and Family Services Portfolio Band Councillor
Skway First Nation	Skway First Nation	Band Manager, Social Development Officer or Equivalent
Sliammon First Nation	Sliammon First Nation	Band Social Worker

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Snuneymuxw First Nation (aka Nanaimo First Nation)	Snuneymuxw First Nation	Band Manager, Social Development Officer or Equivalent
Soda Creek Indian Band	Soda Creek Indian Band	Band Manager, Social Development Officer or Equivalent
Songhees First Nation	Songhees First Nation	Band Social Worker
Soowahlie Indian Band	Soowahlie Indian Band	Band Councillor
Spallumcheen Band	Spallumcheen Band	Band Manager, Social Development Officer or Equivalent
Spuzzum Indian Band	Spuzzum Indian Band	Band Manager
Squamish Nation	Squamish Nation	Band Manager, Social Development Officer or Equivalent
Squiala First Nation	Squiala First Nation	Band Chief
St. Mary's Indian Band	St. Mary's Indian Band	Band Manager, Social Development Officer or Equivalent
Stella'ten First Nation	Stella'ten First Nation	Band Manager, Social Development Officer or Equivalent
Stone Indian Band	Stone Indian Band	Band Manager, Social Development Officer or Equivalent
Sumas First Nation	Sumas First Nation	Band Community Development Coordinator or Education Coordinator
T'Sou-ke First Nation	T'Sou-ke First Nation	Band Manager, Social Development Officer or Equivalent
T'it'kit Indian Band (aka Lillooet Indian Band)	T'it'kit Indian Band	Band Social Worker
Tahltan Indian Band	Tahltan Indian Band	Band Manager, Social Development Officer or Equivalent
Takla Lake First Nation	Takla Lake First Nation	Band Family Care Worker
Taku River Tlingit First Nation	Taku River Tlingit First Nation	Social Program Manager
Tl'azt'en Nation	Tl'azt'en Nation	Band Family Care Worker
Tl'etinqox-T'in Government Office (aka Anaham Indian Band)	Tl'etinqox-T'in Government Office	Band Child Care Worker
Tla-o-qui-aht First Nations	Tla-o-qui-aht First Nations	Band Family Care Worker or Social Development Worker
Tlatlasikwala Band	Tlatlasikwala Band	Band Manager, Social Development Officer or Equivalent
Tlowitsis Tribe (Tlowitsis - Mumtagalia)	Tlowitsis Tribe	Band Manager, Social Development Officer or Equivalent
Tobacco Plains Band	Tobacco Plains Band	Band Manager, Social Development Officer or Equivalent
Tooesy Indian Band	Tooesy Indian Band	Band Social Worker
Toquaht Band	Toquaht Band	Band Manager, Social Development Officer or Equivalent

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Tsartlip Indian Band	Tsartlip Indian Band	Band Manager, Social Development Officer or Equivalent
Tsawataineuk Indian Band	Tsawataineuk Indian Band	Band Social Development Worker or Drug and Alcohol Counsellor
Tsawout First Nation	Tsawout First Nation	Band Manager, Social Development Officer or Equivalent
Tsawwassen First Nation	Tsawwassen First Nation	Band Social Worker
Tsay Keh Dene	Tsay Keh Dene	Band Social Worker
Tseshaht Band	Tseshaht Band	Band Chief Executive Officer, Family Support Worker, or Social Development Worker
Tseycum Indian Band	Tseycum Indian Band	Band Manager, Social Development Officer or Equivalent
Tzeachten First Nation	Tzeachten First Nation	Band Manager
Uchucklesaht Band	Uchucklesaht Band	Band Manager, Social Development Officer or Equivalent
Ucluelet First Nation	Ucluelet First Nation	Band Manager or Family Care Worker
Ulkatcho Indian Band	Ulkatcho Indian Band	Band Manager, Social Development Officer or Equivalent
Union Bar Indian Band	Union Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Upper Nicola Indian Band	Upper Nicola Indian Band	Band Social Worker
Upper Similkameen Indian Band	Upper Similkameen Indian Band	Band Manager, Social Development Officer or Equivalent
West Moberly First Nations	West Moberly First Nations	Band Social Development Director
Westbank First Nation	Westbank First Nation	Band Manager, Social Development Officer or Equivalent
Wet'suwet'en First Nation (aka Broman Lake Indian Band)	Wet'suwet'en First Nation	Band Social Development Administrator
Whispering Pines/Clinton Indian Band	Whispering Pines/Clinton Indian Band	Band Social Service Worker
Williams Lake Indian Band	Williams Lake Indian Band	Band Social Worker
Xeni Gwet'in First Nations Government (aka Nemaiah Valley Indian Band)	Xeni Gwet'in First Nations Government	Band Social Worker
Yakweakwioose Indian Band	Yakweakwioose Indian Band	Band Manager, Social Development Officer or Equivalent
Yale First Nation	Yale First Nation	Band Manager, Social Development Officer or Equivalent
Yekooche First Nation	Yekooche First Nation	Band Manager, Social Development Officer or Equivalent
Bands not listed		**Band Manager, Social Development Officer or Equivalent Position**

Column 1 **Aboriginal Community**	Column 2 **Aboriginal Organization** Sections 33.1(4)(c), 34(3)(d), 36(2)(c) and 42.1(3)(c) of the Child, Family and Community Service Act	Column 3 **Designated Representative** Sections 38(1)(d), 39(1)(c),+49(2)(d) of the Child, Family and Community Service Act
The Chetwynd and Region Aboriginal Community	Tansi Friendship Center	Executive Director of Tansi Friendship Centre
The Courtenay and Region Aboriginal Community	Wachiay Friendship Centre Society	Director, Wachiay Friendship Centre Society
The Dawson Creek and Region Aboriginal Community	Dawson Creek Aboriginal Resources Society OR Nawican Friendship Centre	Program Manager of Dawson Creek Aboriginal Resources Society OR Executive Director of Nawican Friendship Centre
The Duncan and Region Aboriginal Community	Hi'ye'yu Lelum House of Friendship	Executive Director of Hi'ye'yu Lelum House of Friendship
The Fort Nelson and Region Aboriginal Community	Fort Nelson/Liard Friendship Society	Executive Director of Fort Nelson/Liard Friendship Society
The Fort St. John and Region Aboriginal Community	Keeginaw Friendship Centre	Legal Information Worker of Keeginaw Friendship Centre
The Kamloops and Region Aboriginal Community	Interior Indian Friendship Centre	Executive Director of Interior Indian Friendship Centre
The Kelowna and Region Aboriginal Community	Central Okanagan Friendship Centre Society	Executive Director of Central Okanagan Friendship Centre Society
The Lillooet and Region Aboriginal Community	Lillooet Friendship Centre Society	Executive Director of Lillooet Friendship Centre Society
The Merritt and Region Aboriginal Community	Conayt Friendship Centre Society	Executive Director of Conayt Friendship Society
The Mission and Region Aboriginal Community	Mission Indian Friendship Centre	Family Support Worker of Mission Indian Friendship Centre
The Nanaimo and Region Aboriginal Community	Tillicum Haus Society	Executive Director of Tillicum Haus Society
The Port Alberni and Region Aboriginal Community	Port Alberni Friendship Centre	Executive Director of Port Alberni Friendship Centre
The Prince George and Region Aboriginal Community	Prince George Friendship Centre	Executive Director of Prince George Friendship Centre
The Prince Rupert and Region Aboriginal Community	Friendship House Association of Prince Rupert	Executive Director of Friendship House Association of Prince Rupert
The Quesnel and Region Aboriginal Community	Quesnel Tillicum Society	Assistant Executive Director and Referral Worker OR First Nations Family Support Worker of Quesnel Tillicum Society
The Smithers and Region Aboriginal Community	Dzel K'ant Indian Friendship Centre Society	Executive Director of Dzel K'ant Indian Friendship Centre Society
The Terrace and Region Aboriginal Community	Kermode Friendship Centre	Executive Director of Kermode Friendship Centre
The Vancouver and Region Aboriginal Community	Vancouver Aboriginal Child and Family Services Society	Executive Director of Vancouver Aboriginal Child and Family Services Society

Column 1 Band Name	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c),& 42.1(3)(c) of the *Child, Family and Community Service Act*	Column 3 Designated Representative Sections 38(1)(c), 39(1)(c) & 49(2)(c), of the *Child, Family and Community Service Act*
Tsartlip Indian Band	Tsartlip Indian Band	Band Manager, Social Development Officer or Equivalent
Tsawataineuk Indian Band	Tsawataineuk Indian Band	Band Social Development Worker or Drug and Alcohol Counsellor
Tsawout First Nation	Tsawout First Nation	Band Manager, Social Development Officer or Equivalent
Tsawwassen First Nation	Tsawwassen First Nation	Band Social Worker
Tsay Keh Dene	Tsay Keh Dene	Band Social Worker
Tseshaht Band	Tseshaht Band	Band Chief Executive Officer, Family Support Worker, or Social Development Worker
Tseycum Indian Band	Tseycum Indian Band	Band Manager, Social Development Officer or Equivalent
Tzeachten First Nation	Tzeachten First Nation	Band Manager
Uchucklesaht Band	Uchucklesaht Band	Band Manager, Social Development Officer or Equivalent
Ucluelet First Nation	Ucluelet First Nation	Band Manager or Family Care Worker
Ulkatcho Indian Band	Ulkatcho Indian Band	Band Manager, Social Development Officer or Equivalent
Union Bar Indian Band	Union Bar Indian Band	Band Manager, Social Development Officer or Equivalent
Upper Nicola Indian Band	Upper Nicola Indian Band	Band Social Worker
Upper Similkameen Indian Band	Upper Similkameen Indian Band	Band Manager, Social Development Officer or Equivalent
West Moberly First Nations	West Moberly First Nations	Band Social Development Director
Westbank First Nation	Westbank First Nation	Band Manager, Social Development Officer or Equivalent
Wet'suwet'en First Nation (aka Broman Lake Indian Band)	Wet'suwet'en First Nation	Band Social Development Administrator
Whispering Pines/Clinton Indian Band	Whispering Pines/Clinton Indian Band	Band Social Service Worker
Williams Lake Indian Band	Williams Lake Indian Band	Band Social Worker
Xeni Gwet'in First Nations Government (aka Nemaiah Valley Indian Band)	Xeni Gwet'in First Nations Government	Band Social Worker
Yakweakwioose Indian Band	Yakweakwioose Indian Band	Band Manager, Social Development Officer or Equivalent
Yale First Nation	Yale First Nation	Band Manager, Social Development Officer or Equivalent
Yekooche First Nation	Yekooche First Nation	Band Manager, Social Development Officer or Equivalent
Bands not listed		**Band Manager, Social Development Officer or Equivalent Position**

Column 1 **Aboriginal Community**	Column 2 **Aboriginal Organization** Sections 33.1(4)(c), 34(3)(d), 36(2)(c) and 42.1(3)(c) of the Child, Family and Community Service Act	Column 3 **Designated Representative** Sections 38(1)(d), 39(1)(c),+49(2)(d) of the Child, Family and Community Service Act
The Chetwynd and Region Aboriginal Community	Tansi Friendship Center	Executive Director of Tansi Friendship Centre
The Courtenay and Region Aboriginal Community	**Wachiay Friendship Centre Society**	**Director, Wachiay Friendship Centre Society**
The Dawson Creek and Region Aboriginal Community	Dawson Creek Aboriginal Resources Society OR Nawican Friendship Centre	Program Manager of Dawson Creek Aboriginal Resources Society OR Executive Director of Nawican Friendship Centre
The Duncan and Region Aboriginal Community	**Hi'ye'yu Lelum House of Friendship**	**Executive Director of Hi'ye'yu Lelum House of Friendship**
The Fort Nelson and Region Aboriginal Community	Fort Nelson/Liard Friendship Society	Executive Director of Fort Nelson/Liard Friendship Society
The Fort St. John and Region Aboriginal Community	**Keeginaw Friendship Centre**	**Legal Information Worker of Keeginaw Friendship Centre**
The Kamloops and Region Aboriginal Community	Interior Indian Friendship Centre	Executive Director of Interior Indian Friendship Centre
The Kelowna and Region Aboriginal Community	**Central Okanagan Friendship Centre Society**	**Executive Director of Central Okanagan Friendship Centre Society**
The Lillooet and Region Aboriginal Community	Lillooet Friendship Centre Society	Executive Director of Lillooet Friendship Centre Society
The Merritt and Region Aboriginal Community	**Conayt Friendship Centre Society**	**Executive Director of Conayt Friendship Society**
The Mission and Region Aboriginal Community	Mission Indian Friendship Centre	Family Support Worker of Mission Indian Friendship Centre
The Nanaimo and Region Aboriginal Community	**Tillicum Haus Society**	**Executive Director of Tillicum Haus Society**
The Port Alberni and Region Aboriginal Community	Port Alberni Friendship Centre	Executive Director of Port Alberni Friendship Centre
The Prince George and Region Aboriginal Community	**Prince George Friendship Centre**	**Executive Director of Prince George Friendship Centre**
The Prince Rupert and Region Aboriginal Community	Friendship House Association of Prince Rupert	Executive Director of Friendship House Association of Prince Rupert
The Quesnel and Region Aboriginal Community	**Quesnel Tillicum Society**	**Assistant Executive Director and Referral Worker OR First Nations Family Support Worker of Quesnel Tillicum Society**
The Smithers and Region Aboriginal Community	Dzel K'ant Indian Friendship Centre Society	Executive Director of Dzel K'ant Indian Friendship Centre Society
The Terrace and Region Aboriginal Community	**Kermode Friendship Centre**	**Executive Director of Kermode Friendship Centre**
The Vancouver and Region Aboriginal Community	Vancouver Aboriginal Child and Family Services Society	Executive Director of Vancouver Aboriginal Child and Family Services Society

Column 1 Aboriginal Community	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c) and 42.1(3)(c) of the Child, Family and Community Service Act	Column 3 Designated Representative Sections 38(1)(d), 39(1)(c),+49(2)(d) of the Child, Family and Community Service Act
The Vernon and Region Aboriginal Community	First Nations Friendship Centre	Executive Director of First Nations Friendship Centre
The Victoria and Region Aboriginal Community	Victoria Native Friendship Centre	Director of Social Programs, Victoria Native Friendship Centre
The Williams Lake and Region Aboriginal Community	Cariboo Friendship Centre	Executive Director of Cariboo Friendship Centre
Metis Community	Metis Family Services (La Societe de les Enfants Michifs)	Executive Director of Metis Family Services (La Societe de les Enfants Michifs)
The Kelly Lake Aboriginal Community located south-east of Pouce Coupe	Kelly Lake First Nations Society	Chief of Kelly Lake First Nations Society
Laird River Reserve # 3 located at Lower Post	Laird River Reserve # 3	Band Manager
Eastern Arctic Inuit Community	Nanavut Social Development Council	Chairperson of Social Development Council, Nanavut Social Development Council
Western Arctic Inuit Community	Inuvialuit Regional Corporation	Registrar of Enrolment, Inuvialuit Regional Corporation

Column 1 Aboriginal Community	Column 2 Aboriginal Organization Sections 33.1(4)(c), 34(3)(d), 36(2)(c) and 42.1(3)(c) of the Child, Family and Community Service Act	Column 3 Designated Representative Sections 38(1)(d), 39(1)(c),+49(2)(d) of the Child, Family and Community Service Act
The Vernon and Region Aboriginal Community	First Nations Friendship Centre	Executive Director of First Nations Friendship Centre
The Victoria and Region Aboriginal Community	Victoria Native Friendship Centre	Director of Social Programs, Victoria Native Friendship Centre
The Williams Lake and Region Aboriginal Community	Cariboo Friendship Centre	Executive Director of Cariboo Friendship Centre
Metis Community	Metis Family Services (La Societe de les Enfants Michifs)	Executive Director of Metis Family Services (La Societe de les Enfants Michifs)
The Kelly Lake Aboriginal Community located south-east of Pouce Coupe	Kelly Lake First Nations Society	Chief of Kelly Lake First Nations Society
Laird River Reserve # 3 located at Lower Post	Laird River Reserve # 3	Band Manager
Eastern Arctic Inuit Community	Nanavut Social Development Council	Chairperson of Social Development Council, Nanavut Social Development Council
Western Arctic Inuit Community	Inuvialuit Regional Corporation	Registrar of Enrolment, Inuvialuit Regional Corporation